

Chung Yuan Christian University Faculty and Staff Dormitory Assignment and Management Measures

1985.8.8 Approved at the 586th administrative affairs meeting
 2001.06.01 Amended at the 765th administrative affairs meeting
 2005.2.3 Amended at the 809th administrative affairs meeting
 2005.4.14 Amended at the 811st administrative affairs meeting
 2012.5.3 Amended at the 897th administrative affairs meeting
 2013.4.11 Amended at the 907th administrative affairs meeting
 2014.1.2 Amended at the 916th administrative affairs meeting
 Amended in accordance with Yuan-Mi-Zi Document #1050002657 on 2016.8.25
 2023.7.25 Amended at the 1013rd administrative affairs meeting

- Article 1 The "Chung Yuan Christian University Faculty and Staff Dormitory Assignment and Management Measures" (hereinafter referred to as the "Measures") are formulated to provide a basis for the assignment and management of faculty and staff dormitories.
 The accommodation, check-out and dormitory management for the School's faculty and staff are handled by the Office of General Affairs and the Secretariat in accordance with the Measures.
- Article 2 To ensure the fairness of the allocation of dormitories, the Faculty and Staff Dormitory Assignment Review Committee (hereinafter referred to as the Dormitory Review Committee) is specially established to be responsible for review matters, and its organizational structure is described as follows:
- I. The Dormitory Review Committee shall consist of eight to ten members. The head of the general affairs and personnel units and the chief of Zhongyuan Village serve as the ex-officio members. The other members shall be nominated by each college. Colleges with less than five teaching departments will temporarily not provide recommendations, and the rest are selected by the principal.
 - II. The Chief of General Affairs shall serve as the convener, and the leader of the General Affairs Section of the Office of General Affairs shall serve as the executive secretary.
 - III. The Dormitory Review Committee holds review one meeting in December and mid-June (the convener may convene extraordinary meetings if necessary), conducts detailed reviews based on the information, and determines the placement sequence based on the actual situation, and then reports to the principal for approval.
- Article 3 For those who have unmarried direct blood relatives or spouses serving in the school, only one person can apply for a dormitory unit.
- Article 4 Teachers and their spouses and minor children who have no housing in the Taoyuan area (excluding Fuxing Township) and who meet the following requirements and plan to continue living in dormitory may apply for accommodation in dependent dormitories:
- I. Teachers who have family members.
 - II. Teachers who are single and need to live together with and support their parents and children.
- Article 5 Assignment restrictions and priority levels of dependent dormitories (the order will be arranged based on cumulative points within the same priority level):

- I. "Charity Hall", "Amity Hall" and "Patience Hall" and the off-campus "Giant Dorm" and "Jia-Yuan Dorm" are assigned according to the following priority levels: Teachers above the rank of assistant professors and level-one supervisors.
 - II. No. 6, 7, 14 and 15 of "Zhongyuan Village" are handled by the Office of Secretariat and are allocated to short-term foreign chair and visiting professors or those with approval due to job needs.
- Article 6 The faculty and staff members who live out of town and have difficulties getting to the school by public transportation and need apply for overnight accommodation in the school dormitory for a certain number of days (three days for teachers above lecturer level and four days for the remaining applicants) due to job needs may apply for a single dormitory unit.
- Article 7 Assignment principles and fees for single dormitories:
- I. Priority assignment to teachers.
 - II. The monthly fee for a single bed dormitory unit is NT\$600, which may be changed based on commodity prices and maintenance costs with the approval of the Administrative Coordination Committee.
- Article 8 Procedures for applying for dormitory accommodation:
- I. Fill out the application form (dependent dormitories are available in November and early May every year).
 - II. Signature and comments from the unit supervisor.
 - III. Review: For those who apply for dependent dormitories, except for short-term foreign chair and visiting professors or due to job needs, will be reviewed by the Office of Secretariat. The rest will be initially reviewed by the Office of General Affairs (General Affairs Section), and then sent to the Dormitory Review Committee for further review and discussion to recommend assignment orders. Those who apply for single dormitories will undergo a once-off review by the Office of General Affairs.
 - IV. Reported to the principal for approval.
- Article 9 Implementation essentials:
- I. Once the dormitory assigned to the applicant is approved, the applicant may not change or choose a unit on his/her own.
 - II. After receiving the notice of assignment, the applicant must sign a "Property Detailed List" within two weeks before moving in, otherwise it will be regarded as surrendering the right (special reasons can be reported to the management unit in advance).
 - III. If the residents need to change dormitories due to job, household population changes or other reasons, they shall still handle it in accordance with Article 8 of the Measures. Changing dormitories is in the same assignment order as applying for dormitories, and is limited to one time.
 - IV. When the resident is approved to resign, he/she must move out within one month from the date of resignation (the same applies to those who have leave of absence without pay for more than one year). If the accommodation needs to be extended, a security deposit (to be determined separately) must be paid, but the extension is limited to one month. Those who fail to move out before the deadline are subject to legal procedures.

- V. When moving out of the dormitory, the resident shall notify the General Affairs Section one week in advance, during which the resident will work with the Purchasing and Custody Section to hand over the borrowed items and inspect the equipment. The procedures are as follows:
 - (I) Record meter usage and settle water and telephone bills, and make payments.
 - (II) Check whether the water and electricity equipment is intact or missing.
 - (III) Hand over property according to the "Property Detailed List" and return the detailed list.
 - (IV) Recover the house keys.
 - (V) At the time of moving out, the dormitory shall be cleaned up and returned to the school. If it is not cleaned up, the school will outsource the cleaning work, and the original resident will pay the cost.

Article 10 Usage fees for dependent dormitories are as follows:

- I. The resident shall pay one unit of usage fee every month. If the resident stays for more than five years but less than ten years, two units of usage fees shall be paid. If the stay has been more ten years, three units of usage fees shall be paid.
- II. The number of years of accommodation in the preceding paragraph shall be calculated starting from the 2001 academic year, and the period during which the school subsidizes rent will also be combined into the calculation accordingly.
- III. The base amount of the usage fee is NT\$2,000, and may be adjusted based on commodity prices and maintenance costs with the approval of the Administrative Coordination Committee.

Article 11 Other regulations:

- I. Residents are not allowed to transfer or sublet their dormitories to others. If there is any violation, the right of residence will be revoked, and legal actions will be taken.
- II. If the assigned residents do not have the correct number of people move in, the right of residence may be canceled.
- III. If the borrowed furniture and equipment is damaged or stolen, the residents will compensate the school the purchase price.
- IV. Electricity usage shall be charged according to the preferential prices stipulated for the school's faculty and staff.
- V. If the water and electricity facilities inside and outside the dormitory unit are faulty, leaking or unusable, the resident can apply directly to the Office of General Affairs for maintenance. The maintenance costs will be borne by the dormitory resident (except for basic facilities and safety facilities). However, if the original purpose of use is altered or there are added facilities, the Office of General Affairs will not accept the maintenance request.
- VI. No additional fixed facilities may be arbitrarily built in the dormitories assigned to residents. Those who have obtained approval may not arbitrarily dismantle or request payment of construction costs when moving out. Those who have not obtained approval of additions shall be responsible for dismantling and restoring the dormitories, with the right of residence revoked.

- VII. It is prohibited to gamble, engage in illegal activities or collect prohibited items in the dormitory.
- VIII. Residents who keep pets shall take into account the safety, tranquility, hygiene and cleanliness of the environment around their neighbors.
- IX. If the resident unfortunately passes away on-the-job, his or her family members may continue to live in the unit for one year. If there are special circumstances, the dependents may fill out an application for extension and submit it to the Office General Affairs Office. The Dormitory Review Committee will review the request, followed by the approval from the principal.

Article 12 Special circumstances that have been approved by the principal will not be subject to the restrictions of the aforementioned articles.

Article 13 The Measures shall be approved by the administrative meetings and submitted to the principal for promulgation and implementation, and likewise for amendments.