

# National Sun Yat-sen University

## Guidelines on the Management of Faculty and Staff Housing

Amendment approved by the 6<sup>th</sup> Academic Affairs Council meeting of 1984 Academic Year, 12/19/1984  
Amendment approved by the 4<sup>th</sup> Academic Affairs Council meeting of 1986 Academic Year, 1/14/1987  
Amendment approved by the 4<sup>th</sup> Academic Affairs Council meeting of 1988 Academic Year, 9/1/1988  
Amendment approved by the 4<sup>th</sup> University Council meeting of 1989 Academic Year, 5/16/1990  
Amendment approved by the 1<sup>st</sup> University Council meeting of 1992 Academic Year, 9/25/1992  
Amendment approved by the 2<sup>nd</sup> University Council meeting of 1992 Academic Year, 12/18/1992  
Amendment approved by the 5<sup>th</sup> University Council meeting of 1992 Academic Year, 5/28/1993  
Amendment approved by the 2<sup>nd</sup> University Council meeting of 1994 Academic Year, 12/23/1994  
Amendment approved by the 3<sup>rd</sup> University Extraordinary Council meeting of 1996 Academic Year, 6/18/1997  
Amendment approved by the 4<sup>th</sup> University Council meeting of 1997 Academic Year, 6/5/1998  
Amendment approved by the 2<sup>nd</sup> University Council meeting of 1998 Academic Year, 1/8/1999  
Amendment approved by the 1<sup>st</sup> University Council meeting of 2000 Academic Year, 10/27/2000  
Amendment approved by the 1<sup>st</sup> University Extraordinary Council meeting of 2001 Academic Year, 11/30/2001  
Amendment approved by the 2<sup>nd</sup> University Council meeting of 2001 Academic Year, 1/4/2002  
Amendment approved by the 2<sup>nd</sup> University Extraordinary Council meeting of 2001 Academic Year, 6/7/2002  
Amendment approved by the 1<sup>st</sup> University Council meeting of 2003 Academic Year, 10/31/2003  
Amendment approved by the 3<sup>rd</sup> University Council meeting of 2003 Academic Year, 3/26/2004  
Amendment approved by the 4<sup>th</sup> University Council meeting of 2003 Academic Year, 6/4/2004  
Amendment approved by the 3<sup>rd</sup> University Council meeting of 2006 Academic Year, 3/30/2007  
Amendment approved by the 4<sup>th</sup> Academic Affairs Council meeting of 2007 Academic Year, 11/7/2007  
Sanctioned by Ministry of Education through Document (1) No.0970010973, 1/28/2008  
Amendment approved by the 9<sup>th</sup> Academic Affairs Council meeting of second semester, 2009 Academic Year, 6/24/2010  
Sanctioned by Ministry of Education through Document (1) No.0990160646, 9/23/2010  
Amendment approved by the 5<sup>th</sup> Academic Affairs Council meeting of second semester, 2013 Academic Year, 4/23/2014  
Amendment approved by the 5<sup>th</sup> Academic Affairs Council meeting of first semester, 2014 Academic Year, 11/5/2014  
Sanctioned by Ministry of Education through Document (1) No.1030171737, 11/28/2014  
Amendment approved by the 1st Faculty Dormitory Management Committee of first semester, 2019 Academic Year, 12/26/2019  
Amendment approved by the 4<sup>th</sup> Academic Affairs Council meeting of second semester, 2019 Academic Year, 4/2020  
Sanctioned by Ministry of Education through Document (1) No.1090054325, 4/21/2020

1. According to Article 5 of “Dormitory Management Handbook” by Executive Yuan, shall the university follow the guideline of Faculty Dormitory Services and Management.
2. The remuneration criteria for full-time faculty/staff and contract employees (applicants) shall follow the guidelines to apply for dormitory. There are two dormitory types, the multi-room dormitory and the single-room dormitory.
  - (1) multi-room dormitory
    - a. Scholar multi-room dormitory (including 2 rooms & 1 living room or above): for permanent assistant professors or assistant researchers and or any higher level with spouse or dependents living together.
    - b. General multi-room dormitory (1 room & 1 living room): for permanent faculty with spouse or dependents living together.
  - (2) single-room dormitory (suite)

- a. Scholar single-room dormitory (suite): for permanent assistant professors, assistant researchers or vice president and any higher lever without spouse or dependents living together.
  - b. School single-room dormitory (suite): for permanent faculty including mechanics and workers, and contract employees with special work-related needs. The occupying numbers can be no more than 5.
3. Faculty Dormitory Management Committee (SDMC) has to distribute, discuss, and revise the regulations concerning faculty dormitory. The agreements are to be sent to university principal for approval.

The Dean of General Affairs has to be one of the committee members. Other members including two teacher representatives elected by each faculty, one teacher representative and two staff representatives from Si Wan College. The dean of general affairs shall serve as the convener. The committee members' term is one year and the members are eligible for re-election. The members shall be re-elected every 6 months except for the representatives form Si Wan College. All members shall avoid any decision making that could be influenced by self-interest. Secretary General from Chief Secretary Office, Chief of Accounting and Statistics Office and Chief of Personnel Office shall be invited when there is a SDMC meeting to be held.

4. The allocation shall be made according to wedding date for single or those who are occupying faculty single-room dormitory and would like to change to multi-room dormitory due to marriage. The reallocation shall be made according to rule No.9, cumulative points.
5. Applicants shall not apply to occupy faculty multi-room dormitory when one of the following circumstances occur.
  - (1)The marrying couples are both public servants and one has had dormitory allocated or granted Civil and Teaching Personnel subsidy of central government.
  - (2)The marrying couples are both working in our university and one has had multi-room dormitory allocated.
  - (3) Leave without pay and has not been reinstated.
6. The allocation shall be suspended when one of the circumstances occur.
  - (1) Retention pay for more than one year.
  - (2) Leave without pay.
7. Applicants shall fill out Faculty Dormitory Application Form accordingly and submit to Property Management Division. (Those who are applying multi-room

dormitory shall attach a copy of household certificate or household registration transcript, prove of retuning researchers if applicable.)

Applicants shall sign the lease, which shall be notarized by a courthouse, and move into the dormitory within 15 days after being informed. The notarial fee and fees mentioned in rules No. 13 and No.15 shall be paid at this time. If applicants cannot move into the dormitory before the time limit, they shall specify the reason in writing and ask for an extension. Anyone who has not completed the procedures according to the regulations shall be regarded as giving up their rights.

8. Dormitories are allocated by cumulative points. Disciplinary points are cumulative within one-year. Starting from the first day of current month. Allocation priority depends on the points you have. If two applicants have the same cumulative points, then the on-board date comes first (according to issued date given by school). If still the same, then the higher the salary basis comes first. If still the same, then the more dependents comes first.
9. Points are cumulated as below.

(1) Length of service:

- a. 0.5 points are earned each month from arrival date. No points will be given if less than a month.
- b. No points will be given during service suspension even if the applicants are still serving on the service. No points will be given for leave without pay.
- c. The length of service starts from the date being as assistant professor or assistant researcher and/or any higher level if applying for Scholar Multi-Room dormitory.
- d. 1 point will be given to lecturers each year, but no more than 5 points could be earned. The length of service could not be included for part-time teachers even if one has become full-time teacher.
- e. The length of service before marriage could be included for those who are occupying single-room dormitory (suite) and are applying for multi-room dormitory due to marriage.

The dormitory could still be used within occupying period (according to rule No.12) for those who are applying for different types of dormitory. Same applies to those who have moved out and are reapplying for dormitory use. The cumulative points and length of service will be counted as mentioned above.

When the occupying period ends, the cumulative points and length of service start after the next day of official closing date. Same applies to those who

have moved out and are reapplying for dormitory use.

- (2) Service and Grade: Points are cumulated according to position rank as below.
- a. Teachers
    - I. 24 points for professors
    - II. 20 points for associate professors
    - III. 18 points for assistant professors
    - IV. 16 points for lecturers
  - b. Researchers
    - I. 21 points for researchers
    - II. 17 points for associate researchers
    - III. 15 points for assistant researchers
    - IV. 13 points for assistant research fellows
  - c. 14 points for teaching assistant
  - d. Faculty/ Staff:
    - I. 18 points for senior ranks (or the same)
    - II. 16 points for junior ranks (or the same)
    - III. 14 points for elementary ranks (or the same)
    - IV. 12 points for contract employees.
    - V. 10 points for mechanics
    - VI. 8 points for non-teaching staffs
  - e. Faculty or researchers: Points will be cumulated according to the higher level of bonus if serving on several part-time positions. Bonus points will be given once only for same level but different positions. No more than 5 points could be earned.
    - I. 4 points for part-time position as administrative, academic director or associate dean
    - II. 2 points for part-time position as administrative II, academic director or associate dean
  - f. Distinguished professors or outstanding teachers: 3 bonus points for one contract. No more than 9 points could be earned.
  - g. Best teachers or outstanding young scholars: 2 bonus points for one contract. No more than 6 points could be earned.
  - h. Siwan Chair Professors: 2 bonus points for one contract. No more than 6 points could be earned.
- (3) Dependents
- a. Points are cumulated according to the number of spouse and dependents. 1

point for one member. No more than 5 points could be earned.

- b. Dependents could not be included for those applying single-room dormitory (suite)
- c. The cumulative points will be calculated separately if one applicant's spouse or dependents are working in the same university and living together in with both are qualified to apply for multi-room dormitory.

(4) Disability

- a. 40 points for critical disabilities
- b. 30 points for severe disabilities
- c. 20 points for moderate disabilities
- d. 10 points for mild disabilities
- e. Please attach a copy of disability identification on the application.

(5) Possession of residential properties and distance from the place of work.

- a. 2 and 4 points are given respectively to applicants and his/her spouse whose residential address (not self-owned) is within 5 kilometers to 10 kilometers from work.
- b. 4 and 8 points are given respectively to applicants and his/her spouse whose residential address (not self-owned) is within 10 kilometers to 20 kilometers from work.
- c. 6 and 12 points are given respectively to applicants and his/her spouse whose residential address (not self-owned) is within 20 kilometers from work.

(6) Level of needs for those who need accommodation at the faculty dormitory as dictated by the duties: 120 points are given to Chair Professor and National Endowed Chair Professor for one contract. Points are given 2 times at most.

10. The Property Management Division shall establish a second round allocation list with relevant information accordingly. The document is to be sent to SDMC for allocation when there are dormitories available. Reallocation is not available for same dormitory types (The dormitory type is determined by the SDMC).

Reallocation could be made for different types of dormitory according to rule No.9.

11. The applicant who is living with his/her spouse and/or dependents shall apply and provide relevant information if one of the following circumstances occur. The SDMC will then decide for the priority of dormitory occupying.

(1) Has had disability identity according to Disabilities Act.

(2) Has had any other severe chronic disease.

Rule No.13-(2) late payment fee will not apply to applicants according to this rule or applicants who have had occupied a dormitory for use already. The

applicants shall submit relevant information accordingly and approved by the SDMC.

When the priority changes, the SDMC shall follow the rule if the applicants have submitted relevant information or evidence has been investigated.

12. The occupying period is up to 6 years for faculty dormitory of 3 rooms & 2 living rooms or above, 8 years for 2 rooms & 1 living room and/or 1 room & 1 living room, 10 years for single-room dormitories. When applying for different types of dormitory within occupying period, the occupying period will be calculated based on the period mentioned above by least common multiple. Calculation: base points 120p – (points of original occupying per year x occupying period) = points left, points left ÷ points of occupying for reallocation each year = new occupying period].

Applicants shall sign for new contract and complete public notarization of the documents at court if dormitory use is still in need after occupying period. Same applies to applicants applying reallocation after occupying period. Extra charge will apply according to rule No.13-(2).

The above occupying period and extra charge and will not apply to those who have moved in before 12/31/1990.

13. The dormitory maintenance fee shall be paid on a monthly basis. The charge will be based on NT\$5 each square meter as calculation. The maintenance fee will be charged and calculated according to the year of construction and floor area as below.

(1) Fee basis: NT\$5 times floor area (square meter). The amount of fee basis shall be reviewed and changes could be made by SDMC yearly.

(2) Year of construction (basis on 1)

- a. Within 10 years: 1
- b. More than 10 years and within 15 years: 0.9
- c. More than 16 years and within 20 years: 0.8
- d. More than 21 years: 0.7

(3) Location

- a. Dormitories in the university times 1.
- b. Dormitories outside of university times 0.7.

(4) Formulas are shown as below.

Fee basis x area (square meters) x year of construction x location = charge

e.g. NT\$50 x 40 (square meters) x 0.8 x 0.7 = NT\$1,120.

The charge will be double of the above mentioned according to rule No.12 in

which the applicants are still in need after occupying period. Same applies to applicants applying reallocation after occupying period.

The dormitory maintenance fee has to be approved by university principal according to salary raise for public servants yearly.

14. Detailed contents of dormitory maintenance fee will be listed by the Property Management Division accordingly. The list will be sent to Payroll & Cashier Division. Fees will be deducted from monthly salary. All collected dormitory maintenance fee shall go into the Administrative Affair Fund in a separately-managed account which shall be earmarked. The account shall be used for building new dormitory, dormitory depreciation, maintenance and repair.
15. All occupants shall have housing allowance deducted monthly according to the regulation. This requirement is not applicable to occupants who are using single-room dormitories (suite) without spouse or dependents living together in which the use of dormitories were approved by the dean of the service. The occupants are responsible for all water, electricity and gas fees etc.
16. The occupants must be de-facto occupants of the dormitory, and shall not lease out or sublet, lend, switch, assign, expand, renovate the dormitory in whole or in part, to run business or any other purposes.

In the event of violation of these requirements and was proved, or was found occupying other the faculty dormitory by SDMC, the occupancy agreement with such occupants shall be terminated. Accordingly, the occupants shall be ordered to move out and shall never be entitled to apply for accommodation at faculty dormitories.

17. Faculty with paid leave for more than one year or leave without pay and still on the original service could keep the dormitory only if it is approved by university principal. The retention period starts from the date the faculty left and shall no longer than two years. The occupants could apply according to the date.
18. In the event of full-time becoming part-time, duty transfer, resignation, relief from duty, retirement or leave without pay of the employment agreement, the occupants of faculty dormitories concerned shall move out within 3 month. The survived of the occupants who died in the service shall move out of the dormitory within 3 months. The occupants shall move out of the dormitory within 3 months according to rule No.5-(1), (2). Occupants who have been dismissed, discontinued from duties, or relieved from duties shall move out in 1 month. This requirement is not applicable to occupants in leave of absence under law for caring of children under the age of 3.
19. The university dormitories shall be subject to allocations accordingly. If found

moving in without occupancy permit or moving in without application approval, the Dormitory Management Division shall order the personnel to move out and return the dormitory. For those who declined to return the dormitory, legal action may be prosecuted.

The occupants are responsible for all litigation expenses accordingly. The committee relevant to this matter may punish the occupants and the occupants may never apply for dormitory use if said person is current employed by the university.

20. Occupants shall exercise general care for the equipment of the dormitory and furniture owned by the university, otherwise are responsible for any damages. Faculty dormitory repair has to be done according to the university's Dormitory Repair Request.
21. The Dormitory Management Division shall conduct interviews at least two times per year to check on the de-facto of occupancy. The occupants shall not evade, obstruct, or decline.  
The Dormitory Management Division in conjunction with relevant units shall conduct inspection on the dormitory and furniture once a year. Any necessary repair has to be done according to the university's Dormitory Repair Request.
22. Occupants shall notify Property Management Division at the time of moving out, and return the accommodation, equipment and furniture to the university at the witness of the Property Management Division. The occupants are responsible for indemnity in case of missing or damage. The key/s shall be handed to the Property Management Division at the time of moving out if occupants lock up on any properties.
23. Applicable laws from Dormitory Management Handbook by Executive Yuan shall govern anything not mentioned in this guideline.
24. Where necessary, the resolutions of the Faculty Dormitory Management Committee meeting shall be referred to the General Affairs Meeting for ratification. The same principle is applicable to any amendment thereto.