

Regulations for Allocating & Managing the Staff Dormitories at I-Shou University

Amended and approved by the Executive Board Meeting
on August 28, 1996.

- Article 1 To allocate and manage the school dormitory at the University, the Regulations for Allocating & Managing the Staff Dormitories at I-Shou University are hereby made.
- Article 2 To allocate the dormitory fairly and reasonably, the deans of academic affairs, student affairs, and general affairs, and the section chiefs of the Office of Personnel and the Office of Accounting shall form a team of dormitory allocation by evaluating the applicants' qualification. The dean of general affairs shall serve as the convener to evaluate the applications for dormitory depending on the practical needs.
- Article 3 Convener shall report the results made by the team of dormitory allocation, and ask for approval by the President.
- Article 4 Qualification and principles for applying for singles dormitory:
1. All of the professors, associate professors, assistant professors, and lecturers of the University shall apply for a singles dormitory if they can not go to work or off duty on time because their residences are too far away from the University, such as Chiayi City/ County, Taiwan or other areas to the north of Chiayi City/ County, Taiwan (including Taitung City/ County, Taiwan). However, their family dependents shall not live with them together.
 2. Employees whose ranks are higher than the ones of full-time directors at second level shall be also subject to the regulations mentioned above.
 3. Professors from other countries may have the priority to apply for the dormitory based on their practical needs.
- Article 5 Qualifications and principles for applying for the family dormitory:
1. To improve the quality of teachers at the University, the President may allocate the dormitory depending on the needs of senior scholars or researchers when inviting them to teach at the University.

2. Staff whose rank is higher than the one of first-level directors may be also subject to the rules herein regulations. However, they shall not need to be pursuant to the regulations of distances.
3. Professors from other countries may have the priority to apply for the dormitory due to their practical needs.

Article 6 Anyone who is approved by the President and the board of trustees shall not be subject to the regulations in the Article 4 or Article 5, and have the priority to apply for singles or family dormitory due to his/ her official needs.

Article 7 Anyone shall reserve the dormitory if he/she does not live for a long term after applying for the first time. The one who does not live for a long time shall check in after 12:00 p.m. on the day he/she wants to live and check out after 12:00 p.m. on the next day. However, the one shall be regarded to live for a long term if he/she lives for more than 4 days.

Article 8 Procedures for applying for a dormitory:

1. Application form must be completed and registered by the Property Management Section of the Office of General Affairs, and be sent to the team of evaluation.
2. If the number of applicants is more than the total amount of spare dormitory, the University shall draw lots to decide which applicants can live in the dormitory except for the ones who have the priority approved by the President.
3. Anyone who has not moved into the dormitory after being informed for more than two weeks shall be regarded as giving up his/her rights voluntarily.

Article 9 Anyone who lives in the dormitory, leases or transfers part/ all of the dormitory room to other persons without permission shall be punished by laws after reporting to the President.

Article 10 How to charge the dormitory management fee, utility fees of water/ electricity, and the telephone fee:

1. All of the teachers or employees who live in the dormitory shall share the water/ electric fees except for the ones who are approved by the President to be exempt from sharing the water/electric fees and management fees. Standards for charging the fees shall be set as below (the fees shall be

calculated pro rata if the number of days living in the dormitory is less than 30 days each month):

- (1) Singles dormitory: Professors, associate professors and assistant professors shall be charged for NTD\$4,000 (including utility fees of water and electricity); and the lecturers shall be charged for NTD\$3,500 (including utility fees of water and electricity); but the telephone fee shall be calculated separately. Other employees whose ranks are equivalent to the ones of full-time administrative directors at the second level or above shall be charged as same as the lecturers at the University. If the teachers or employees do not live in the dormitory regularly, they shall be charged for NTD\$250 per day (including utility fees of water and electricity), but the telephone fee shall be calculated separately.
 - (2) Family dormitory: Each family shall be charged for NTD\$10,000, but the utility fees of water and electricity and telephone fee shall be calculated separately.
2. Office of General Affairs shall apply for adjusting the utility fees of water and electricity and management fee, if necessary, when the salaries (tuition or other incidental fees) for the teachers or employees are also adjusted each year.

Article 11 If it is not necessary for the teachers or employees to live in the dormitory, they shall report to the Property Management Section within two weeks, and must not transfer to other people without permission. The ones who have reported leaving the dormitory (excluding the ones who leave the dormitory due to the reasons of military services, retaining positions without pay for more than one semester, or going abroad) shall not apply for dormitory again.

Article 12 Teachers or employees who resign, servicing in the army, retain the positions for more than one semester, or go abroad shall complete the procedures for leaving the dormitory before they leave the University. If the teachers or employees come back to the University after they discharge from military service or come back from other countries (excluding the ones resigned), they shall apply for dormitory according to the related regulations again. The employees who are dismissed from office shall move out of dormitory within one month.

- Article 13 Teachers or employees shall return the dormitory back to the University without any conditions after they have lived for two years.
- Article 14 Teachers or employees shall check the number of equipments or furniture is correct, and shall confirm these equipments and furniture are returned without any problems when they move out of the dormitory. Anyone who damages the equipments or furniture shall take the responsibility to compensate. If the teachers or employees still live in the dormitory behind time or have not checked the equipments or furniture when they move out, the University is eligible to complete the procedures of leaving the dormitory for them, and they shall not have any opinions.
- Article 15 The dormitories have equipped with furniture and the equipments for water and power supply. Teachers or employees who live in the dormitory shall not request to increase or furbish the equipments or furniture in the dormitory willfully without permission.
- Article 16 Teachers or employees who live in the dormitory shall keep the dormitory clean and safe, and must not drink, gamble, or have other improper behaviors in the dormitory.
- Article 17 All of the teachers or employees who live in the dormitory shall cherish the public goods. If the public goods are damaged due to the mistakes made by the ones who live in the dormitory, they shall be responsible of repairing or compensation.
- Article 18 If the teachers or employees have no other family members to live together due to the death of lineal relatives and spouse, or divorce/ separation with their spouse, they shall move to the singles dormitory.
- Article 19 Teachers or employees who are retired or pass away when they are working for the University shall return the family dormitory without any conditions if their spouses have a job or their children reach the employment age. However, the term to live in the family dormitory can be extended up to 2 years if the teachers or employees are approved thru special application.
- Article 20 Teachers or employees shall fill out the Request Form for Repairing & Maintaining the Dormitory if they want to repair or maintain the dormitory. The procedures and scope for repairing or maintaining the dormitory shall be pursuant to the related regulations.
- Article 21 Teachers or employees who live in the dormitory shall assist the related persons if it is necessary to repair or furbish the dormitory.

Article 22 The Regulations adopted by the Senior Executive Council and ratified by the President shall come into effect after reporting to the board of the trustees for reference. Amendments must also undergo the same procedures.

In the event of any disputes or misunderstanding as to the interpretation of the language or terms of this Regulations, the Chinese language version shall prevail.