

# **Guidelines for Allocating & Managing the Family Dormitory in the Second Dormitory Area of I-Shou University**

Approved by the Executive Board Meeting on June 28, 2006.

- Article 1 To allocate and manage the family dormitory in the Second dormitory Area of the University (hereinafter referred to as the dormitory), the Guidelines for Allocating & Managing the Family Dormitory in the Second Dormitory Area of I-Shou University are hereby made.
- Article 2 The Property Management Section of the Office of General Affairs is the one which shall be responsible of managing the dormitory.
- Article 3 To allocate the dormitory fairly and reasonably, the dean of student affairs, dean of general affairs, section chief of the Office of Personnel, and section chief of the Office of Accounting shall form a team of dormitory allocation. The dean of general affairs shall serve as the convener, and regularly convene the meetings for evaluating if the applicants are qualified to live in the dormitory or not.
- Article 4 The results made by the team of dormitory allocation shall be reported to the President for approval by the convener.
- Article 5 Qualifications of applicants & principles for allocating the dormitory:
1. Qualification of Application:
    - (1) Current full-time teachers and full-time directors at first level of the University.
    - (2) Those who are invited to serve as short-term visiting professors or professionals at the University.
  2. Priority to live in the dormitory:
    - (1) Full-time teachers who serve as the part-time or full-time administrative directors at first level.
    - (2) The priority for the full-time teachers to live in the dormitory shall be determined according to their ranks. Those whose ranks are higher than others shall be prior to live in the dormitory. If the teachers' ranks are the same, the ones who are more senior shall be prior to live in the dormitory.
    - (3) Those who are invited by the University to serve as the short-time visiting professors or professionals.
- Article 6 Teachers or professionals who are approved by the President and the board of trustees shall be prior to live in the dormitory without being pursuant to the regulations of Article 5 in the Guidelines due to their practical needs.

Article 7 As to the living spaces of each room in the dormitory, please refer to the Attachment 1.

Article 8 Procedures for applying for the dormitory:

1. Applicants, who are qualified to live in the dormitory, shall submit the application form (Attachment 2) to the Property Management Section by themselves or by consigning their units after the forms are signed and approved by the directors of their units.
2. The Property Management Section shall submit these applications to the team for allocating the dormitory to review according to the regulations in the Guidelines. The Property Management Section shall inform the applicants or the related units after the applications are approved by the President.
3. Applicants shall sign the lease, which shall be notarized by a courthouse, and move into the dormitory within 20 days after being informed. If the applicants can not move into the dormitory before the time limit, they shall notify the Property Management Section in writing, and move into the dormitory within 30 days after informing the Property Management Section. Anyone who has not completed the procedures according to the regulations shall be regarded as giving up their rights without retaining their priority to live in the dormitory.
4. Applicants who have completed the procedures for living in the dormitory shall notarize the lease after moving in if they are approved by the President due to special reasons.
5. The term of the lease shall be three years in principle. The University shall review the applications if it is necessary to extend the contracts when the term is expired.

Article 9 The types and amount of facilities, equipments or specific furniture in the dormitory shall be uniformed by the University. The teachers or professionals shall purchase the facilities or furniture which are not provided by the University by their own.

Article 10 Standards for charging the fees for using the dormitory:

1. The fees shall be charged according to the standards approved by the University, and may be adjusted according to the market value each year.
2. All of the teachers or professionals who live in the dormitory shall pay for the fees for using the dormitory that the payment shall be deducted from the salary each month.
3. The fees shall be calculated pro rata by 30 days each month if the number of days living in the dormitory is less than one month.

Article 11 Time to move out of the dormitory:

1. Anyone who meets any one of the following conditions shall move out from the dormitory within two months.

- (1) Those who transfer, resign or retire.
  - (2) Full-time teachers who are approved to serve as part-time teachers at the University.
  - (3) Those who are disqualified to live in the dormitory after adjusting the positions.
  - (4) Those who are on sabbatical leaves, retain their positions with pay or without pay for more than one year.
2. Anyone who is dismissed or fired by the University shall move out from the dormitory within one month.
  3. If the teachers or professionals who live in the dormitory pass away, his/ her family members shall move out within six months after death.
  4. Those who are asked to move out according to the final results made by the Committee of dormitory Allocation.

Article 12 Procedures for moving out of the dormitory:

1. In principle, anyone who lives in the dormitory shall fill in the Application Form for Moving out of the dormitory (Attachment 3) and submit the form to the Property Management Section of the Office of General Affairs when they want to move out of the dormitory. Other units in charge may complete the procedures for moving out of the dormitory for the applicants if it is necessary.
2. Tenants shall complete the procedures of moving out after the University checks the property in the dormitory and the tenants return the keys to the University. If the public property is found to be missing or damaged by the tenants after checking, the tenants shall take the responsibility to compensate or repair.
3. Teachers or professionals who live in the dormitory shall restore the rooms or facilities in the dormitory, and pay up the utility bills (e.g. water, electricity, gas and so on) before they move out of the dormitory. If the facilities or equipments are damaged by the teachers or professionals, they shall take the full responsibility to compensate or repair. If the teachers or professionals have not paid up the bills or have not compensated or repaired the damaged facilities or equipments in the dormitory, the University shall deduct the fees from their salary.
4. The date of moving out of the dormitory shall be the one registered by the University. Teachers or professionals shall be regarded as living in the dormitory if they have not completed the related procedures of moving out.
5. Any personal things shall be regarded as being abandoned by the teachers or professionals if they are left in the dormitory within seven days after moving out.

6. In principle, the full-time or part-time faculty members or staff can not apply for extending the term of lease or requesting to live in the dormitory again after they move out of the dormitory.

#### Article 13 Management & Maintenance of the Dormitory

1. The utility fees of water, electricity, gas, telephone, sewage water, wastes or other fees of managing or maintaining the self-used equipments shall be paid by the tenants themselves.
2. Tenants shall clean the environment, and cooperate with the administrative staff to maintain the cleanliness of public utility and dormitory courtyard.
3. The dormitory leased to the tenants shall be only for accommodations without being used for other purposes, illegal usage or storage of dangerous goods, which may interfere the public safety.
4. The dormitory is only for the tenants, and their spouses and lineal relatives to use. Leasing, subleasing, transferring, reconstructing, decorating (including installing the iron & steel door, windows, rails, rack, or sun shades, etc.), handing a signboard, posting an advertisement, managing business, allowing other people to enter the dormitory by the excuse of consigning them to manage the dormitory, changing the dormitory, or using the dormitory for other purposes are definitely banned. Anyone who violates the regulations mentioned as above shall move out the dormitory without any conditions within one month, and take the responsibility to compensate and repair the dormitory if any damages caused by him/her due to the violations of regulations. Meanwhile, the ones who offend the rules shall be disqualified to live in the dormitory without any different opinions.
5. Examinations and Repair/ Maintenance of the Equipments in the Dormitory:
  - (1) The administrative units or other related units of the dormitory shall examine the equipments for supplying water/electricity, the public utilities, or the safety equipments regularly each year. The tenants shall not delay or refuse the examinations by any other excuses. The University shall be responsible of repairing the equipments if it is necessary to repair these equipments or public utilities after examination. However, if the tenants interfere the public safety or environmental hygiene due to their own reasons, the University shall notify the tenants to improve before the deadline. If the tenants have not improved the problems after being notified, the University is entitled to improve the problems without the tenants' agreement, and the tenants shall pay for the related expenses.

- (2) Tenants may apply for repair and maintenance of equipments after completing the Application Form for Repair & Maintenance, and handing it over to the Construction and Maintenance Section of the Office of General Affairs except for the regular examinations. Tenants shall not request the University to repair the equipments which are bought by the tenants themselves.
  - (3) Tenants shall not refuse the University to maintain the dormitory, and shall be liable to maintain the dormitory and equipments as well.
  - (4) If the dormitory is damaged due to force majeure, the tenants shall notify the University to check the problems. If it is impossible to fix the problems, the University shall terminate the leases immediately without any conditions, and refund the fees to the tenants pro rata.
  - (5) Tenants shall repair the damages of the equipments due to their improper usage, and pay for the expenses arisen from the damages. The expenses paid by the tenants for repairing the equipments shall not be deducted by the fees that the tenants shall pay to the University each month; and the tenants shall not request the University to compensate any fees paid by the tenants.
  - (6) Tenants shall complete all of the procedures for repairing or maintaining the dormitory according to the related regulations. In principle, the expenditure for repairing or maintaining the dormitory shall not exceed the budget unless the President has approved thru special application. Tenants shall not ask for compensation when they move out if the expenditure exceeds the budget and the tenants have paid the extra cost.
  - (7) Tenants shall apply to the administrative units of the dormitory if they need to change the equipments of water or power supply.
6. Tenants who repair the dormitory at his/ her own cost shall maintain the status quo of the dormitory when moving out without asking for any compensation.
  7. Tenants who interfere other people's right when they improperly use the equipments or have not paid attention to prevent the dangerous events from happening shall take all of the legal responsibility. If the dormitory has a fire accident or is damaged seriously due to the negligence of the tenants, the tenants shall be also responsible of compensation.
  8. The public utilities (e.g. elevators, stairs, corridors, passageways, balconies, or basement, etc.) shall be kept clean. Leaving garbage, miscellaneous goods, pets, or poultry in the public areas of the dormitory is strictly prohibited.

9. No pets in the dormitory.
10. Tenants shall maintain the neat and tidy appearance of the dormitory without handing out the laundry.
11. No gambling, drinking or making noise in the dormitory.
12. If it is necessary for the tenants to change the door set, please hand over one copy of keys to the administrative staff of the dormitory for safekeeping.
13. Tenants must not offer the leases to other people as mortgages or other similar purposes.
14. The Property Management Section is eligible to inspect whether the tenants have used the dormitory properly or not; the tenants must not reject the Property Management Section to inspect. Anyone who violates the regulations in the Guidelines shall be reported to the President and be punished by the Property Management Section according to the related regulations.
15. Tenants shall park the cars according to the regulations; and it is not allowed to park the cars at will.

Article 14 If the tenants violate the regulations, but are still not willing to follow the regulations after being notified, the unit in charge may report to the President to terminate the lease thru the special application. After the tenants are informed the information, they shall move out of the dormitory within one month after being notified.

Article 15 The dormitory is leased from the companies outside the campus of the University. If the lease is terminated, please follow the regulations listed as below:

1. If the lease is expired and it is not necessary to renew the lease, the tenants shall move out the dormitory without any different opinions or requesting for any compensation no matter the lease is expired or not.
2. If the lease is terminated by the companies due to special reasons, the tenants shall move out before the time limit without any different opinions or requesting for any compensation. Nevertheless, the University shall offer the subsidies to the tenants for moving out. In principle, the expenses shall be reimbursed upon vouchers, but the maximum of reimbursement shall be only NTD\$20,000.

Article 16 The Guidelines adopted by the Executive Board Meeting shall come into effect after they are approved by the President. Amendments must also undergo the same procedures.

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