

National Yang Ming Chiao Tung University Guidelines Governing the Allocation of Shi Pin Road Guest House

Approved by the Dean of General Affairs on June 27,
2022 through Instruction No. 11110025681

1. National Yang Ming Chiao Tung University stipulated the guidelines hereinafter as per Article 4 of its Guidelines for Gest House Management to maximize the availability of rooms in Shi Pin Road Guest House and prioritize newly recruited teachers.
2. The guidelines are maintained by the 2nd Division of Property and Business Management of the Office of General Affairs. Teachers refer to certified faculty members, project teachers, and contract professors, in addition to chair professors and distinguished professors appointed as per the University's Guidelines for the Recruitment of Chair Professors and Distinguished Professors.
3. Announcement and application
 - (1) When the guest house has available rooms, the management unit shall make a 10-day announcement in January and July of each year; the 10-day period includes weekends and holidays). During the announcement period, the management unit will accept room applications from chair professors, distinguished professors, and new teachers (excluding instructors of military training) who have been recruited in the past 3 years.
 - (2) If the guest house still has available rooms after the aforesaid announcement, a second announcement shall be made for 5 days; the announcement period includes weekends and holidays.
 - (3) If the guest house still has available rooms after the second announcement, the management unit shall accept room applications from teachers who have worked in the University for 3 to 10 years.
 - (4) Additional announcements may be made in March, April, September, and October of each year depending on the number of available rooms. Applications are only acceptable for the accommodation of the applicant and their family members are accepted.
4. Assignment and Lottery Draw
 - (1) Applicants with the earliest move-in date are prioritized.
 - (2) When the number of available rooms is insufficient because multiple applicants have the same move-in date or are of the same priority level, a public draw is conducted to determine the order of moving in. Applicants who

cannot attend the draw in person shall provide a power of attorney and designate a person to participate in the draw.

5. Applicants who receive a notification to move in shall provide their signature and receive the approval of the Dean of General Affairs within 5 days. Those who fail to do so are considered to have renounced their rooms.
6. Tenants must rent the room for at least 1 year. Tenants who need to extend the lease must provide their signature and receive the approval of the Dean of General Affairs. Each extension increases the lease period by at most 1 year, and the total lease period is limited to 3 years.
7. The guidelines and any amendments thereto are in effect after approval by the Dean of General Affairs.