

# National Yang Ming Chiao Tung University

## Guidelines Governing Allocation of Guangfu and Boai Guest Houses

Presented to the Dean of General Affairs for ratification on December 1, 2023 through Instruction No. 1110052032  
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1. National Yang Ming Chiao Tung University established the guidelines hereinafter to maximize the availability of rooms, stabilize the finances of the University's guest houses, and prioritize accommodation at the Shi Pin Road Guest House for newly recruited teachers.
2. In these guidelines, the managing unit refers to the 2nd Division of Property and Business Management of the Office of General Affairs, and teachers refer to certified faculty members, project teachers, and contract professors, in addition to chair professors and distinguished professors appointed per the University's Guidelines for the Recruitment of Chair Professors and Distinguished Professors.
3. The rooms of the Shi Pin Road Guest House in Boai Campus are allocated as follows.
  - (1) Announcement and application
    - a. The management unit announces the availability of rooms in the guest house over a period of 5 working days in January and July every year. During the announcement period, the management unit accepts room applications from chair professors, distinguished professors, and new teachers (excluding military training instructors) who were recruited in the past 3 years.
    - b. If the guest house still has available rooms after the aforesaid announcement period, a second round of announcements over a period of 3 working days.
    - c. If the guest house still has available rooms after the second round of announcements, the management unit will accept room applications from teachers who have been employees of the University for 3 to 10 years.
    - d. Based on the regular announcements, the management unit may increase the number of announcements anytime depending on room availability.
    - e. Applications are accepted only for accommodations for applicants and their family members.
  - (2) Assignment and lottery draw
    - a. Applicants with the earliest move-in dates are prioritized.
    - b. When the number of available rooms is insufficient because multiple applicants have the same move-in date or priority level, a public draw is conducted to determine the order of occupancy. Applicants who cannot attend

the draw in person must provide a power of attorney and designate a representative to participate in the draw.

(3) Applicants who receive a notification to move in must obtain signed approval from the Dean of General Affairs within 5 days. Failure to do so results in the forfeiture of their rooms.

(4) A tenant must rent a room for at least 1 year. A tenant who intends to extend their lease must obtain signed approval from the Dean of General Affairs. Pursuant to Subparagraph 5, Paragraph 2, Article 4 of the University's Guidelines for Guest House Management, each extension increases the lease period by a maximum of 1 year, and the total lease period is limited to 3 years.

4. The short-term accommodation facilities of the Guangfu Campus guest houses may be allocated for long-term accommodation as follows.

(1) On the basis of monthly income, each guest house individually calculates its occupancy rate. When the average occupancy rate for short-term rooms is less than 30% for 3 months prior to the check-in date, short-term rooms may be temporarily allocated for long-term accommodation; however, the number of short-term rooms allocated for this purpose may not exceed 50% of the total number of short-term rooms in each guesthouse. When the occupancy rate for such short-term rooms stabilizes and exceeds 35%, these rooms shall gradually be converted back to short-term accommodations.

(2) The duration of the aforesaid long-term accommodation is set at 1 year. If an extension is required and the aforesaid criterion for occupancy rate is met, a special request for signed approval must be made. With the approval of the Dean of General Affairs, a stay can be extended for up to 1 year with a maximum allowable total duration of accommodation of 3 years.

5. The executive suites of Zhuhu Guest House are allocated as follows :

The two executive suites, regardless of room type or room number, are prioritized for use by the guests of the University President.

These suites may only be used with the consent of the Office of the President. If the President does not require the room within 1 month, the management unit may allocate the executive suites for short-term use within that 1-month period.

6. The guidelines and any amendments thereto come into effect with the approval of the Dean of General Affairs.