

# Yuan Ze University Regulations for Guest House Management

October 6, 1993, Passed by the 9th Executive Council Meeting of the 1993 Academic Year

May 11, 2009, Amended by the 15th Executive Council Meeting of the 2008 Academic Year

April 18, 2012, Amended by the 2nd General Affairs Meeting of the 2011 Academic Year

November 5, 2013, Amended by the 1st General Affairs Meeting of the 2013 Academic Year

November 24, 2014, Amended by the 1st General Affairs Meeting of the 2014 Academic Year

October 13, 2021, Amended by the 1st General Affairs Meeting of the 2021 Academic Year

January 17, 2023, Amended by the 1st General Affairs Meeting of the 2022 Academic Year

**Article 1.** These regulations are formulated to provide short-term accommodations for distinguished professors, visiting professors, and VIPs invited by Yuan Ze University for academic or professional purposes.

**Article 2.** Eligibility for Accommodation

- (1) Domestic or international distinguished professors and visiting professors approved by the Board of Directors or the University's Faculty Evaluation Committee.
- (2) Experts and scholars invited by the University's units to engage in teaching, research, academic exchange, or industry-academia collaboration.
- (3) Experts and scholars fully sponsored by external organizations and invited to the University for short-term teaching, research, or academic exchange.

**Article 3.** Application Procedures

Eligible distinguished professors, visiting professors, and VIPs must have their sponsoring or inviting unit prepare the required documentation and submit an application form to the General Affairs Office at least two weeks prior to the visit. Accommodation will only be permitted upon approval through administrative procedures.

Required documentation includes:

- (1) Official correspondence from the Board of Directors or records from the University's Faculty Evaluation Committee.
- (2) Meeting minutes or approved requests from the inviting unit.
- (3) Sponsorship letters from external organizations.

**Article 4.** Duration of Stay

- (1) The accommodation period for distinguished and visiting professors is limited to six months.
- (2) For other invited guests, the accommodation period is limited to three months.
- (3) Extensions may be requested if required for work purposes, subject to approval. Extensions are limited to one time per guest, and the total continuous

stay, regardless of reappointments, shall not exceed one year.

**Article 5. Fee Standards**

Accommodation fees, based on the University's Professor Housing Management Guidelines, must be paid prior to check-in. Fees are non-refundable except in cases of force majeure.

For guests staying for one month or more, an additional deposit of NT\$5,000 per room will be required to ensure proper maintenance of the facilities. The deposit is refundable without interest after check-out, provided no damages are found during inspection.

**Article 6. Management and Allocation**

- (1) The guesthouse is managed centrally by the General Affairs Office. The procurement and maintenance of equipment shall be budgeted and paid for by the General Affairs Office.
- (2) Accommodation fees collected shall be managed by the Professor's Dormitory Management Committee. Monthly, 25% of these fees shall be returned to the University to offset the cost of utilities and supplies, while 75% shall be retained by the Committee to cover cleaning, equipment procurement, utilities, repairs, and other expenses.
- (3) Deposits shall be collected by the General Affairs Office's reception desk. Refunds may be requested within one month after check-out upon presentation of the payment receipt. Forfeited deposits shall be consolidated annually and transferred to the next fiscal year's guesthouse maintenance budget under the General Affairs Office.

**Article 7.** These regulations shall take effect upon approval by the General Affairs Meeting and subsequent promulgation. Amendments shall follow the same procedure.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.

# Yuan Ze University Fee Standards

## for Distinguished Professors, Visiting Professors, and VIP Guesthouses

May 11, 2009, Passed by the 15th Executive Council Meeting of the 2008 Academic Year

April 18, 2012, Amended by the 2nd General Affairs Meeting of the 2011 Academic Year

November 5, 2013, Amended by the 1st General Affairs Meeting of the 2013 Academic Year

October 13, 2021, Amended by the 1st General Affairs Meeting of the 2021 Academic Year

January 17, 2023, Amended by the 1st General Affairs Meeting of the 2022 Academic Year

### Maintenance and Management Fees

Room Types and Numbers	Single Suite	2-Bedroom, 2-Living Room, Single Bathroom	3-Bedroom, 2-Living Room, Double Bathroom
Accommodation Period and Fees	Building C, 2nd Floor, No. 11, Rooms C, D, and E	Building D, 2nd Floor, No. 15, Rooms A	Building B, 11th Floor, No. 5 and 7
Full Month	NT\$5,000 monthly	NT\$10,000 monthly	NT\$13,500 monthly
16–29 Days	NT\$170 per day	NT\$340 per day	NT\$450 per day
8–15 Days	NT\$180 per day	NT\$360 per day	NT\$480 per day
7 Days or Less	NT\$1,400 flat fee	NT\$2,700 flat fee	NT\$3,500 flat fee

**Note:** For any additional days beyond a full month, fees shall be calculated based on the daily rates for the 16–29 days category for the respective room type.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.