

11.Housing Management Regulation

Department in charge: Welfare Team 1182-4 ◆

Established on Mar. 26, 1997 Regulation No.9

Amended on Oct. 21, 2004 Regulation No.61

Amended on Jul. 12, 2008 Regulation No.112

Amended on Mar. 5, 2013. Regulation No.175

Amended on Apr. 10, 2013. Regulation No.176

| ADDENDUM | Attachment |

Article 1 (Purpose)

This regulation seeks to ensure the effective use of housing and the convenience of the persons involved in student guidance and academic affairs and promote the welfare of school staff by prescribing matters related to the use and management of the housing owned by Handong Global University (hereinafter referred to as "University").

Article 2 (Definition of Terms)

1. Housing as used in this regulation refers to the residential buildings and accessory facilities owned by the university.
2. Occupant as used in this regulation refers to the person who consistently lives at house. (Newly established on Mar. 5, 2013)
3. Guest as used in this regulation refers to the person who lives at house irregularly or for less than a month.(Newly established on Mar. 5, 2013)
4. Family as used in this regulation is limited to spouses and lineal ascendant and descendant.(Newly established on Mar. 5, 2013)

Article 3 (Qualifications of Occupants and Guests)(Amended on Mar. 5, 2013)

The following are the qualifications of occupants and guests: (Amended on Mar.5, 2013)

1. Any foreign professor whose parents are both citizens of countries other than Korea and who has been invited to guide and teach students in return for a fixed monthly remuneration, Korean professors with foreign citizenship and receiving fixed monthly remuneration; for the latter, however, housing allocation is subject to the availability of houses (amended on Jul. 11, 2008)
2. Persons for whom the president approves of the need to stay at all times for school-related affairs such as student guidance, lectures, or administrative affairs (Amended on Mar. 5, 2013)
3. Professors staying on a short-term basis to conduct part-time lectures or part-time lecturers approved by the president (amended on Jul. 11, 2008)
4. Visiting persons or persons invited for events (amended on Jul. 11, 2008)

Article 3-2 (Housing Allocation Principle) (newly established on Jul. 11, 2008)

1. Houses for the eligible persons specified in item (1), Article 3 shall be allocated based on the following criteria (however, houses may be allocated differently if necessary due to the housing situation): (Amended on Mar. 5, 2013)
 - (1) Faculty members accompanied by 2 or more family members: 2-room house with living room-cum-kitchen and toilet
 - (2) Faculty members accompanied by 1 family member: 1-room house with living room-cum-kitchen and toilet
 - (3) Unaccompanied faculty members: 1-room house with kitchen and toilet
2. Houses for the eligible persons specified in Item (2)~(4), Article 3 shall be separately allocated by the president. (Amended on Mar. 5, 2013)

Article 3-3 (Allocation Order) (newly established on Jul. 11, 2008)

1. Houses shall be allocated to persons carrying qualifications pursuant to Item (1), Article 3 according to the following order:(Amended on Mar. 5, 2013)
 - (1) Any foreign professor whose nationality has been authenticated and who receives a fixed monthly remuneration
 - (2) Korean professors with foreign citizenship and who are unable to communicate effectively in Korean from among those receiving fixed monthly remuneration
 - (3) Korean professors with foreign citizenship and who are able to communicate effectively in Korean from among those receiving fixed monthly remuneration
2. The allocation order for the persons specified in Item (2), Article 3 shall be separately decided by the president. (Amended on Mar. 5, 2013)

Article 4 (Occupancy Period)

1. The occupancy period for professors who have moved in pursuant to Item (1), Article 3 shall be the period of appointment. (Amended on Mar. 5, 2013)
2. The initial occupancy period for Korean professors with foreign citizenship and who have moved pursuant to the proviso of Item (1), Article 3 shall be a maximum of 2 years within the appointment period. Upon the expiration of this period, the occupancy period may be extended in units of 1 year; however, the extension of occupancy at this time shall be decided by the president. (Amended on Mar. 5, 2013)
3. The occupancy period for persons who have moved in pursuant to Item (2), Article 3 shall be decided separately by the president. (Amended on Mar. 5, 2013)
4. The occupancy period for persons who are let in according to Item (3), and Item (4), Article 3 shall be the inclusive period for part-time lecture, visits, and/or events. (Amended on Mar. 5, 2013)

Article 5 (Managing Department)

Houses shall be managed by the Facilities Services Team.(amended on Apr. 10, 2013.)

Article 5-2 (Housing Management Committee) (Newly established on Mar. 5, 2013)

1. To effectively manage housing-related work such as determining the qualification of occupants/guests, and housing allocation principles and order, the university shall operate Housing Management Committee (hereinafter referred to as "the committee"). (Newly established on Mar. 5, 2013)
2. The composition of the committee and the term of its members shall be as follows: (Newly established on Mar. 5, 2013)
 - (1) The dean of general affairs shall serve as chairman of the committee and the director of Office of International Affairs, Strategic Planning & Budget Team manager, Academic Affairs Team manager and Facilities Services Team manager shall be automatic committee members; if necessary, the president may appoint 2 or less additional committee members. (amended on Apr. 10, 2013.)
 - (2) The term of ex officio members of each committee shall be the term of office for their appointed positions. (Newly established on Mar. 5, 2013)
3. The committee shall deliberate on the following matters: (Newly established on Mar. 5, 2013)
 - (1) Matters regarding qualification of occupants (Newly established on Mar. 5, 2013)
 - (2) Matters regarding housing allocation principle and allocation order (Newly established on Mar. 5, 2013)
 - (3) Other matters regarding housing management. (Newly established on Mar. 5, 2013)
4. The committee shall have a coordinator; the staff member of Facilities Services Team shall serve as coordinator. (amended on Apr. 10, 2013.)

Article 6 (Moving in Procedure)

1. Persons wishing to move in to a house shall submit an application for occupancy to the Facilities Services Team after obtaining confirmation from the Team manager of the Academic Affairs Team or head of related department. The Team manager of the Facilities Services Team shall allow occupancy after obtaining approval from the president. However, this procedure may be omitted for the short-term guests specified in Item (3), Clause 1, Article 3 and Item (4), Clause 1, Article 3. (amended on Apr. 10, 2013.)
2. Prospective occupants may move in beginning 1 month prior to the start of the appointment period and shall submit the instructions to occupants and a certificate of goods received to the Facilities Services Team. (amended on Apr. 10, 2013.)
3. Any prospective occupant who does not move in without any justifiable reason even after 30 days have lapsed since the start of the appointment period shall be considered to have no intention of moving in; in such case, the occupancy permit may be canceled. (amended on Jul. 11, 2008)
4. <Deleted on Jul. 11, 2008>

Article 7 (Rules to be Observed by Occupants)

Occupants shall not engage in any of the following acts:

1. Act of transferring occupancy permits, leasing and subleasing the house for free or paid, or other similar acts (Amended on Mar.5, 2013)
2. Modifying the structure of the house or its accessory facilities
3. Creating noises or using or storing dangerous materials
4. Act of sharing the house with persons who are not approved (Newly established on Mar. 5, 2013)
5. Other acts similar to those enumerated in Clauses 1~4(Amended on Mar.5, 2013)

Article 8 (Occupants' Responsibility and Obligations)

1. If facilities are damaged, destroyed, or lost for reasons attributable to the occupants, they shall be liable to compensate for such damage.
2. Occupants shall take appropriate measures to prevent fire and/or theft and shall make efforts to ensure public safety and maintain order.
3. Occupants shall immediately inform the Facilities Services Team of the following:(amended on Apr. 10, 2013.)
 - (1) Buildings and/or accessory facilities have been damaged or lost.
 - (2) Unexpected accidents such as natural disasters, fire, or theft occurred.
 - (3) Cases of infectious diseases occurred in the surrounding areas.
4. An occupant who wants to share the house with a person other than his/her family member, shall submit an Application for Occupancy to the Facilities Services Team and Facilities Services Team manager may allow the occupancy after obtaining approval from the president. (amended on Apr. 10, 2013.)

Article 9 (Evacuation)

1. Occupants shall evacuate from the house under any of the following cases:
 - (1) The occupancy period has expired.
 - (2) The requirements specified in Article 3 (Occupant Qualifications) have been nullified due to changed appointment.
 - (3) The occupant retires from the company in the middle of the occupancy period. (amended on Jul. 11, 2008)
 - (4) The occupant himself/herself died.
 - (5) The occupant filed for leave of absence for a period of more than 6 months. However, temporary retirement for child care is excepted. (Amended on Mar. 5, 2013)
 - (6) Occupants have violated the rules or failed to fulfill the obligations prescribed in this regulation.
 - (7) There is a risk of building collapse owing to natural disasters or other reasons.

- (8) Occupants wish to leave the house due to their situation.
2. In case of applicable reasons other than those specified in Items (1) and (7), Clause 1, occupants shall leave the house within 30 days of the date of occurrence of such reasons. If the reasons for evacuation fall under Item (1), Clause 1, however, occupants shall leave the house 1 month before the expiration of the appointment period; if the reasons for evacuation fall under Item (7), Clause 1, however, occupants shall leave the house immediately. (amended on Jul. 11, 2008)
3. Any occupant wishing to leave the house shall submit an application for evacuation to the Facilities Services Team and turn over the facilities in the presence of the staff in charge. (amended on Apr. 10, 2013.)
4. If the insufficient housing supply necessitates the evacuation of Korean professors with foreign citizenship and who were allowed to stay at the house pursuant to the Proviso in Item (1), Clause 1, Article 3, the president may order them to leave. (amended on Jul. 11, 2008)

Article 10 (Expenses)

1. Occupants shall pay the common management expenses prescribed by the president. In special cases, however, all or part of the expenses may be waived. (amended on Jul. 11, 2008)
 - (1) <Deleted>
 - (2) <Deleted>
2. The following expenses shall be paid by the university:
 - (1) Overhaul and repair needed to maintain the function of housing
 - (2) Recovery of facilities damaged by natural disasters or aging (including wall paper, floor vinyl/ceramic tiles, and other decorations)
3. Any occupant failing to leave the house within 30 days of the date of occurrence of the reason for evacuation shall pay all the relevant expenses calculated on a daily basis starting from the day after the expiration of the period of occupancy. (Amended on Mar. 5, 2013)

Article 11 (Request for Repair)

If a house needs repair, the occupant shall submit a request for repair to the Facilities Services Team. (amended on Apr. 10, 2013.)

Article 12 (Housing Management Register)

The Facilities Services Team shall maintain Housing Management Register to record and maintain data related to housing management. (amended on Apr. 10, 2013.)

Article 13 (Supplementary Rule)

Matters other than those stipulated in this regulation shall be separately decided by the president.

ADDENDUM

1. (Enforcement Date) This regulation shall enter into force as of March 26, 1997.
2. (Interim Measures) The occupancy period for persons who have moved in to the house prior to the enforcement of this regulation shall be calculated starting from the enforcement date of this regulation.

ADDENDUM

This amended regulation shall enter into force as of October 21, 2004. However, the provision of Clause 1, Article 10 (Expenses) shall apply as of September 1, 2004.

ADDENDUM

1. This amended regulation shall enter into force as of July 11, 2008.
2. (Application) This amended regulation shall also apply even to occupants who were already residing at the house when this amended regulation entered into force.

ADDENDUM

This amended regulation shall enter into force as of March 6, 2013.(Amended on Mar. 5, 2013. Regulation No.175)

ADDENDUM

This amended regulation shall enter into force as of May 1, 2013.(Amended on Apr. 10, 2013. Regulation No.176).

[Attached Form No.1] (Deleted on Mar. 5, 2013)

[Attached Form No.2] (Deleted on Mar. 5, 2013)

[Attached Form No.3] (Deleted on Mar. 5, 2013)

[Attached Form No.4] (Deleted on Mar. 5, 2013)

[Attached Form No.5] (Deleted on Mar. 5, 2013)