

# Regulations for Student Dormitory Management at I-Shou University

Amendments adopted by the Office Affairs Council of Student Affairs on October 23, 2002 in the first semester of the academic year 2002

## Article 1 Legal Basis:

1. The Regulations for Student Guidance at Senior High Schools and Institutions of Higher Education of the Ministry of Education shall be complied with.
2. The University also takes into consideration the existing dormitories and relevant regulations to draw up the Regulations for Student Dormitory Management at I-Shou University (hereinafter referred to as the “Regulations”).

## Article 2 Purpose:

1. The Regulations aims to bring life education into full play and maximize efficiency in student dormitory management.
2. In the principles of autonomy, self-discipline, integrity and gregariousness, the Regulations aims to efficiently manage student dormitories, help students develop good habits, and improve the quality of life of dormitory residents.

## Article 3 Dormitory Management:

For better management of student dormitories, the University appoints administrative personnel and student cadres to collaborate on dormitory management.

### 1. Administrative Management:

The Student Campus Life Guidance Section of the Office of Student Affairs takes full charge of dormitory management, and the University appoints the following staff members:

- a. Staff of the Student Housing Section are appointed by the Office of Student Affairs to help the Student Dormitory Autonomy Association fulfill its responsibilities, offer counseling and guidance to dormitory residents, and be responsible for room assignment.
- b. Military training instructors are appointed by the Office of Student Affairs to cope with dormitory-related violations and ensure dormitory security.
- c. Dormitory superintendents are appointed by the Office of Student Affairs to be responsible for dormitory security, access control, management of dormitory-owned properties, application for maintenance and repair, construction inspection and acceptance, management of water and electricity supply, residents’ community services, nighttime patrols, residents’ application for staying out overnight, and advice and suggestions on student dormitories.

- d. Four guidance counselors are invited by the Counseling and Guidance Section to offer counseling services to dormitory residents at the Counseling and Guidance Room in the dormitory area from Monday to Thursday (06:00-08:00 p.m.).
- e. Maintenance personnel are appointed by the Office of General Affairs to maintain, repair, improve and purchase dormitory facilities and spare parts.
- f. Work-study students are appointed by the Student Campus Life Guidance Section to assist dormitory superintendents in dormitory-related jobs and work weekend shifts in rotation.

2. Student Autonomy:

The role of the Student Dormitory Autonomy Association (hereinafter referred to as the “Association”) is to draw up and amend the articles of organization and housing regulations for dormitory residents, set the standards for membership fees, and assist the University in carrying out dormitory-related jobs and activities.

a. Dormitory Management:

- (1) The chairperson of the Association takes charge of all matters in association with the Association.
- (2) Dormitory heads are responsible for management of dormitory-owned facilities and matters in association with the dormitories where they reside.
- (3) Dorm floor leaders assist their dormitory heads in handling matters in association with the floors where they reside.

b. Nighttime Patrol: The cadres of the Association collaborate with the University in patrolling the campus at night.

c. Dormitory Area: The cadres of the Association assist the University in supervising the cleanliness of the dormitory area.

d. Network Maintenance: The cadres of the Association assist the University in troubleshooting Internet connection problems.

Article 4 Counseling and Guidance at Dormitories:

A management seminar is held monthly at the first and second class sessions on Wednesdays. The chairperson of the Association shall preside at the seminar, and all the cadres of the Association shall attend the seminar as scheduled.

The Dean of Student Affairs takes up the position of first-level supervisor, and leads the following staff to attend the seminar:

Military Training Director

Student Campus Life Guidance Section: section chief, military training instructors, staff in charge, and dormitory superintendents

General Affairs Section: section chief

Construction and Maintenance Section: section chief

Article 5 General Regulations:

1. Dormitory Curfews:
  - a. Dormitory gates are opened at 06:00 a.m. and closed at 12:00 a.m.
  - b. Dormitory residents must return to their dorm rooms by 11:30 p.m.
  - c. Where residents wish to leave the dormitory under compelling circumstances (e.g. seeing a doctor) during the curfew, they shall first report to the dormitory management office and the military training instructor on duty.
2. Management of Water and Electricity Supply:
  - a. The main lighting is switched on at 06:00 a.m. and off at 11:00 p.m.
  - b. Dormitory residents must not use washing machines, clothes dryers or clothes spinners after 11:30 p.m.
  - c. The common room is closed and the TV set not available after 11:30 p.m.
  - d. Hot water is available daily from 04:30 p.m. to 11:30 p.m.
  - e. Air-conditioning is available daily from 12:00 p.m. to 02:00 p.m. and from 07:00 p.m. to 05:00 a.m.
  - f. Dormitory residents shall make reasonable use of water and electricity, and switch off the light and close the water tap after use.
3. Visitation:
  - a. The visiting hours are from 08:00 a.m. to 08:00 p.m.
  - b. All visitors shall register at the dormitory management office upon arrival.
  - c. Non-residents must not enter the dormitory without permission. Dormitory residents must not enter floors (or areas) where residents of the opposite sex live, unless with prior consent. Violators will be disciplined in accordance with the University's regulations.
4. Access to Campus Network:
  - a. Dormitory residents can apply for repair from 07:00 p.m. to 11:30 p.m.
  - b. Dormitory residents are strictly prohibited from getting involved in online copyright infringement.
  - c. Dormitory residents are strictly prohibited from engaging in business practices via campus network.
  - d. Dormitory residents shall respect the lifestyle of their roommates and keep the dormitory quiet while using the computer or surfing on the Internet.
5. Staying out Overnight:
  - a. Dormitory residents who wish to stay out overnight for some reason shall file an application to the dormitory management office beforehand.
  - b. For their own safety, dormitory residents who apply for staying out overnight

shall write down the place where they accurately stay outside the campus.

- c. Dormitory residents who are found to have stayed out overnight without permission will be disciplined with a minor demerit, leading to an adverse effect on their right to dormitory accommodation.

6. Maintenance and Repair of Dormitory Facilities:

- a. The Office of General Affairs is responsible for additions, renovations, maintenance and repair of student dormitories as well as distribution and disposal of tools.
- b. The Association will report to the dormitory management office on a need for repair and fill in an application form for dormitory repair. After approved by the Student Campus Life Guidance Section, the application form will be delivered to the Office of General Affairs, and the Office will send staff for repair accordingly.
- c. Dormitory residents shall use dormitory facilities with care. Those who are found to have damaged any dormitory facilities on purpose will be disciplined in accordance with the University's regulations and held liable to pay compensation at original cost.

7. Accommodation Application:

- a. All the students may apply for dormitory accommodation. To help undergraduate freshmen adapt to the university life, all the freshmen are required to live in student dormitories.
- b. Every dormitory resident can live in the dormitory for up to one academic year after his/her application has been approved. Dormitory residents are not permitted to move out halfway through the academic year unless under compelling circumstances with a valid document/certificate submitted.
- c. Students in the sophomore year or above can file an application for dormitory accommodation at the end of every academic year. The Student Campus Life Guidance Section will review all applications, and those who are qualified (i.e. having no dormitory-related violations) can draw lots for the right to dormitory accommodation. Applicants who win the lot shall pay the accommodate fee for the following semester (the amount is to be determined by the University) to be eligible for dormitory accommodation. Eligible applicants must move in within one week of beginning of classes; otherwise, they will become disqualified, and the vacancies will be filled by applicants on a waiting list. If dormitory residents have not violated any dormitory-related regulations during the first semester, they are eligible to continue residence at the second semester after their applications are approved.

8. Moving out:

- a. In any of the following situations, a dormitory resident shall move out of the dormitory without delay:
  - (1) graduating from the University;
  - (2) suspending schooling or withdrawing from the University;
  - (3) being officially asked to move out based on the resolution made by the Office of Student Affairs (having violated any provisions of the Regulations for Student Rewards and Punishments or the Housing Regulations for Dormitory Residents); or
  - (4) being permitted to move out under compelling circumstances.
- b. Dormitory residents shall pay accommodation fees in advance. No refund is made to them unless they suspend schooling or withdraw from the University.
- c. The refund procedure of accommodation fees for those suspending schooling or withdrawing from the University is the same as that of the tuition. No refund is made if a dormitory resident is officially asked to move out.

9. Room Assignment:

- a. The room assignment is determined based on the grades in which dormitory residents study; the lower the grade they study in, the upper the floor they will reside.
- b. Dormitory residents will be assigned a dorm bed based on the order of their student numbers.
- c. The University reserves the right to make changes or adjustments to dorm rooms to have each room fully occupied by four dormitory residents.
- d. All empty dorm rooms are located on the lowest floor and locked for management purposes.
- e. Dormitory residents may apply for room/bed change only to a room/bed on the same designated area under the consent of the Dean of Student Affairs.

10. Holidays:

- a. When dormitory residents leave the University for summer and winter vacations, they shall take their personal belongings with them; the University shall not be held liable to keep personal properties. Dormitory residents may deposit their personal stuff at a room designated by the University, and dormitory superintendents and cadres of the Association will jointly lock the room and paste a paper strip seal on the door. The door will not be opened until the registration begins.
- b. If dormitory residents wish to stay at the dormitory during the summer or winter vacation, they may file an application by a given deadline. Such residents will be

assigned a new dorm bed. Housing regulations for summer and winter vacations shall be drawn up separately.

- c. During summer and winter vacations, it is strictly prohibited to enter the dormitory area without permission. Violators will be disciplined with a major demerit.

#### 11. Moving in:

- a. When moving into the dormitory, students shall report to the dormitory management office, present the student ID card to the dormitory superintendent, and finally receive the room key.
- b. After moving into the dormitory, room leaders shall report to their dormitory superintendents to receive dorm room property cards, and then double-check the items listed on these cards.
- c. Dormitory residents must move in within one week of beginning of classes.

#### 12. Closing of Student Dormitories:

- a. Dormitory residents shall return dormitory-owned properties to the dormitory management office according to their dorm room property cards. Dormitory superintendents and cadres of the Association will double-check these properties together, and sign the dorm room property cards.
- b. Dormitory residents can apply for moving out by presenting the signed dorm room property cards, and return the room key to the dormitory management office.
- c. Before moving out of the dormitory, dormitory residents shall request dormitory superintendents to make an inspection on dormitory facilities. Dormitory residents are liable for paying compensation by a given deadline in case of any damage to dormitory facilities. If they fail to pay compensation by a given deadline or are found to have done any damage on purpose, they will be disciplined according to severity, or the University will notify their parents of paying compensation. Dormitory residents who have damaged dormitory facilities are not permitted to move out unless they pay compensation to the University.

#### 13. Dormitory Cleanliness:

- a. Dormitory residents shall sort and recycle wastes. To keep trash off the ground, they shall comply with the waste collection schedule.
- b. Dormitory residents are responsible for cleaning up doors, window glass, walls, floors, the bathroom and amenities in their dorm rooms.
- c. The Office of General Affairs will appoint staff to clean up the dormitory surroundings, public restrooms and public areas as well as to take care of trees

and flowers.

- d. To keep dormitories neat and tidy, the Student Campus Life Guidance Section will schedule dormitory cleanliness competitions, and dormitory residents are obliged to participate and clean their dorm rooms as well.

14. Nighttime Roll Call:

- a. Nighttime roll calls are made irregularly by cadres of the Association under the supervision of the Dean of Student Affairs, the Military Training Director, the section chief of the Student Campus Life Guidance Section, military training instructors and staff in charge.
- b. Dormitory superintendents may conduct a random inspection to make sure dormitory residents have returned to the dormitory.
- c. Dormitory residents who have missed the roll call without legitimate reasons will be disciplined according to the University's regulations, and the University will notify their parents or guardians of the situation.

15. Any matters not mentioned herein shall be governed by the Housing Regulations for Dormitory Residents at I-Shou University (see Appendix 7).

Article 6 The Regulations become effective on the day of promulgation after adopted by the Office Affairs Council of Student Affairs and ratified by the President. The same procedure applies to any amendment to the Regulations.

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