

Code of Conduct in Tunghai University Dormitory

Amended in August 2015

A. General provisions

I. To maintain the quality and the environment of accommodation, develop good accommodation habits, enhance regularity of life, and specify life counseling and detailed rules of assessment norms, hereby this code of conduct is enacted.

II. It is enacted according to Tunghai University student dormitory management rules.

III. Boarders should comply with this code of conduct. If their actions are consistent with the provisions of the school's "regulations for student reward and punishment", dormitory counselors should report to Student Housing Service Division to reward or punish them.

B. The dormitory tranquility and care roll call at nighttime

I. The dormitory quiet period is 12:00 am at night to 7:00 am next day. In the peaceful period all activities of boarders should lower the volume, in order to maintain a good quality of accommodation in dormitory.

II. 11:00 pm to 12:00 am at night, director of building implements night care roll call for boarders, and posts on the building director's work log. If parties for some reason are not present, they should pre-fill out sleeping out form to handle leave procedures.

III. In order to safeguard the dormitory region's peace, if uproar, making noise, and gathering to chat and other actions to impede the peace, two points from accommodation points will be deducted.

IV. To maintain the tranquility of living quarters at night, during peaceful time the use of spin dryer, washing machine, clothes dryer is prohibited. From 12:00 am midnight to 7:00 am in the morning of the next day, those who are in violation of the provisions, will be deducted two points from accommodation points.

C. Dormitory order

I. The dormitory area is prohibited gambling. Those who are seized will be deducted six points from accommodation points.

II. Stealing is strictly prohibited. Those who are seized and substantiated, in addition to deduction of six accommodation points, they will be investigated and dealt with according to law.

III. In the dormitory area, they shall not keep pets (cats, dogs, rats, rabbits, snakes, lizards, birds, etc...). Those who are seized will be deducted three points from accommodation points.

D. Visitors terms

I. The women's dormitory area:

(I) For the management and security considerations, except special factors agreed to by Student Housing Service Division, men are strictly prohibited from entering girl student dormitory area.

(II) Receiving visitors within the bedroom shall be subject to prior registration at Student Housing Service Division, which shall be canceled when they leave.

II. The male dormitory area:

(I) To maintain accommodation peace, 23:00 to 7:00 next day morning heterosexual visitors are strictly prohibited from staying in student dormitory. When at other times the opposite sex visit, they should seek the consent of all roommates. If they lead the opposite sex into the bedroom and infringe other's space and interests, four accommodation points will be deducted.

(II) The visitors in the bedroom may not have transgressing behavior of excessive intimacy (such as sleep together... and so on). The parties who violate the provisions of this subparagraph, will be deducted four accommodation points, and punished according to the "regulations for student reward and punishment". If the visitors are the university students, they will also be relatively punished and both parties' parents will be informed.

(III) Heterosexual persons are strictly prohibited from entering student dormitory bathroom to shower, to show respect and maintain privacy. Breach of the provisions of this subparagraph shall deduct four accommodation points. Bathing together should deduct six accommodation points, and be punished according to the "regulations for student reward and punishment".

III. If direct relatives or collateral relatives by blood within two generations of the same sex have to put up overnight, they should fill in the application form for accommodation overnight. After all roommates in the same room sign to agree, stay formalities shall be completed prior to 21:00 at the same night.

E. Dormitory security

I. The school girl student dormitory area builds security card swipe access control system, which implements nighttime security maintenance control from 0:00 am to 6:00 am the following morning. During control time, they should swipe their own student ID cards before they can enter the dormitory. Violation of the provisions shall be deducted three accommodation points; followed entrants are treated likewise. **When the girl students have to go out after 12:00 am at night, they are asked to tackle “early opening application form” in advance. Without the prior application, they shall fill out an application register on site for going out. After obtaining the consent of the parents through Student Housing Service Division, then they may leave dormitory.**

II. Inside the bedroom, except computers, radios, tape recorders, lighting, hair dryer (to avoid tripping in bedroom, it is strictly prohibited to use 2 or more hair dryers simultaneously), electric shavers ... and other electrical equipment necessary for life, other electrical appliances are strictly forbidden to use, in order to ensure electricity safety. Violators shall be deducted two accommodation points.

III. The use of fire is prohibited in the dormitory area (risk behaviors like setting off firecrackers, barbecue, use of hot pot, etc., are strictly prohibited) in order to prevent the occurrence of fires. Violators shall be deducted four accommodation points. Breaking the law, they shall be investigated and dealt with according to law.

IV. Roofs of high rise (30th building female dormitory district, the top floor of men dormitory 21th building, female dormitory 23th building, the second teaching area dormitory, etc.) are used for the fire escape evacuation, to which access is strictly prohibited unless emergency situations. All bedroom balconies are escape facilities which strictly prohibit climbing and stacking goods. Violators shall be deducted 1 accommodation point.

V. If wandering stranger is found near the dormitory area, please immediately report to director of building and Student Housing Service Division, Campus Security Office or Traffic Control Security Section to handle.

F. Contraband terms

I. Based on the current “Tobacco Control Act” stipulations: in indoor public places, indoor workplaces with more than three persons, smoking is completely banned (including dormitory bedroom, hallway, bathroom and building structures range). Offender shall be notified to Taichung City Health Bureau and deducted two accommodation points.

II. It is strictly prohibited in the dormitory area to play mahjong, drink wine or take (inject) illicit drugs. Violators of the provisions shall be deducted four accommodation points, and disposed according to the “regulations for student reward and punishment”. If breaking the law, they shall be investigated and dealt with according to law.

III. If the holders of other items that may endanger the safety of the dormitory (such as samurai swords, firearms, etc.) are seized, they shall be deducted four accommodation points. If breaking the law, they shall be investigated and dealt with according to law.

G. Dormitory cleanness and utilities

I. To maintain the accommodation environment clean and tidy, we prohibit the artificial garbage disposal in the bathroom and the upper part of drinking fountain (including drinking fountain trough) and nearby. Corridors and public areas shall not be stacked debris. Violators shall be deducted two accommodation points.

II. When public areas are adequately lit, they should readily switch off lights. After the use of the faucet, it should be turned tight before they leave.

H. Others

I. Vehicles parked in dormitory areas shall be placed in accordance with regulations. Offenders shall be deducted one accommodation point.

II. They should cherish public property, “reporting damage, which is everybody’s business”. In case of human vandalism, they shall be deducted six accommodation points and responsible for the compensation of damages according to the law.

III. It is strictly prohibited on the Internet to insult or slander others with inappropriate remarks, and offenders shall be deducted four accommodation points. If breaking the law, they shall be investigated and dealt with according to law.

IV. It is strictly prohibited to privately transfer bed. If it is found, the transferor and the transferee shall be deducted six accommodation points, and they shall immediately withdraw (not refundable). During attendance in the school, ballot qualification to live on campus shall be canceled.

V. In the accommodation period, they will not be allowed to take the liberty of changing the beds, the bedrooms. If there is demand, please get to Student Housing Service Division to tackle application procedures. Violators shall be deducted two accommodation points.

VI. If roommates in the same bedroom give rise to dispute during the accommodation period, mediated by the building director, teacher but fail to resolve. In addition to informing both parties’ parents, the Student Housing Service Division assists adjustment of the bedroom, and the two sides cannot dissent.

VII. It needs students in person to borrow bedroom spare key, and return within 30 minutes. Violators shall be deducted one to two accommodation points, depending on the return time.

VIII. Except under special circumstances when the hot water supply time is adjust, hot water supply time in dormitory bathroom is as follows:

<1> Male dormitory district: 18:00 ~ 01:00

Additional hours: 30th building, 2nd Floor MT202 < use by boy students >, 4th Floor MT402 < use by girl students > supply the whole day.

<2> Female dormitory area: 17:00 to 24:00

Additional hours: 18th building supplies the whole day; 7th building, 19th building extend until 01:00.

<3> Teaching area two: 17:00 to 24:00

Additional hours: 72th building, 6th floor < use by boy students >, 72th building, 8th Floor < use by girl students >, 73th building, 8th Floor < use by girl students > supply the whole day.

I. The implementation of reward and punishment points in dormitory

I. The implementation plan of reward and punishment points in dormitory is as Annex I, which can be set according to the actual situation and announced by Student Housing Service Division.

II. The elimination of illegal record

(I) Punishment suffered from accommodation violation points can be balanced off by subsequent reward points.

(II) Accommodation violation points are registered immediately after violations, and leave records in the system which should not be deleted.

(III) Those who try to use labor service to offset violation points are required to complete service hours in a month in order to eliminate violation points from the system.

III. The bed guarantee

(I) When bed guarantee students apply for accommodation, and there are more than five irregularity points in the system not eliminated, they lose bed guarantee qualifications during the semester.

(II) The bed guarantee students and general applicants for accommodation who have less than five violation points within system before the application day, remain the right to apply for accommodation in the semester. But if before moving in the next academic year, they accumulate more than five violation points which are not eliminated, the record may be listed for a qualification review on accommodation next academic year. Depending on the circumstances, Student Housing Service Division has the right to cancel their accommodation qualifications.

J. Others

This code of conduct is announced and comes into force after discussed and adopted by the dormitory building director meeting, submitted to Student Housing Service Division for reference.

© Annex I

The implementation plan of reward and punishment points in dormitory

To encourage students to actively participate in and match with various accommodation learning activities, as well as to encourage boarders with excellent performance during accommodation period, envisage the collection and deduction of points as a dormitory counseling assessment basis. The results are included in the reference standard of accommodation eligibility review in the next semester (academic year).

I. Calculation control dates for the collection and deduction of points start from April 1 every year and end on March 31 next year.

II. Student dormitory provides point collection guarantee beds to boy students and girl students annually, to applicants who desire to continue to live on campus with the higher collected points (sequenced in accord with the level of collected points). Eligibility of application must reach 40 points (inclusive) or more. The actual results of the admission are tackled in accordance with the principle of application for dormitory.

III. If in the semester, cumulative deduction of points reaches more than 5 points or accommodation disposal for illegality reaches minor demerits or more, Student Housing Service Division may conduct life counseling on them and cancel accommodation eligibility, depending on the circumstances.

IV. Through the academic year statistics, the students whose total cumulative number of points is negative (<0), shall not participate in the selection of building directors.

V. Standard table for addition and deduction of points is as Appendix I.

© Appendix I

A. Addition of point

I. Petition to add one point for those who do not pocket the objects they pick up.

II. Petition to add two points for those who make earnest efforts to promote public welfare.

III. Petition to add one point for those whose sanitation tasks in bedroom are excellent.

IV. Petition to add two points for those who are conscientious and fulfill their duty when serve as the cadres.

V. Petition to add one point for those who assist classmates to see a doctor for curing disease

VI. Petition to add two points for those who keep watch and help each other to reflect sudden situations.

VII. Petition to add two points for those who participate in various learning activities organized by the Student Housing Service Division.

VIII. Petition to add points for other items not listed, which may be awarded.

B. Deduction of point

I. Those who in the public areas create messiness, pile debris shall be deducted two points.

II. Those who make a lot of noise and impact dormitory tranquility shall be deducted two points.

III. The illegal use of electrical appliances affecting electrical safety shall be deducted two points.

IV. Those who serve as the cadres but neglect duty shall be deducted two points.

V. Keeping any animal in quarters shall be deducted three points.

VI. Gambling shall be deducted six points.

VII. Theft actors discovered and confirmed shall be deducted six points.

VIII. If heterosexual visitors stay in violation of time requirement, visitors of the opposite sex in the bedroom have transgressing behavior of excessive intimacy (such as sleep together... and so on) or the opposite sex enter the bathroom to shower, both sides of visitors and visited students shall be deducted four points. Bathing together, both the parties shall be deducted six points.

IX. To smoke in the non-smoking area shall be deducted two points.

X. Drinking wine, and taking (injecting) illicit drug shall be deducted four points.

XI. Vandalism on utilities shall be deducted six points.

XII. Risk behaviors like setting off firecrackers, barbecue, use of hot pot, etc., shall be deducted four points.

XIII. On the Internet insult or slander others with inappropriate remarks shall be deducted four points.

XIV. Private transfer of beds and change of bedrooms, as it is found to sell or assign beds, shall be deducted six points.

XV. Those who prejudice fire escape evacuation, such as unauthorized access to a high rise roof, climbing balconies, and stacking items, shall be deducted one point.

XVI Those who hold contraband shall be deducted two points.

XVII Violation of the provisions of card swipe access control, shall be deducted three points.