

Tunghai University Student Dormitory Management Rules

Amended and adopted by the administrative meeting on April 10, 2002
Amended and adopted by the administrative meeting on January 19, 2005
Amended and adopted by the administrative meeting on January 15, 2014
Amended and adopted by the student affairs meeting on April 17, 2014

Chapter 1 General provisions

Article 1 In order to well establish the system of application, distribution, living, withdrawal, life coaching and assessment, the article safekeeping, all matters relating to university student dormitory, to implement the purpose of life education, hereby this rule is enacted.

Article 2 Management of school student dormitory, except as otherwise provided in the act, is tackled under these rules. Unit in charge of the school dormitory is Student Housing Service Division, Office of Students Affairs. Student Housing Service Division should formulate the relevant dormitory management practices based on these rules. After adopted by the division affairs meeting, submitted to and approved by office affairs meeting of Office of Students Affairs, they shall be implemented.

Chapter 2 Application and allocation of dormitory

Article 3 Applications and distribution of dormitory are tackled according to the following principles:

- I. For the implementation of the concept of school moral education, coordination with labor education system, all school freshmen (including Taichung City) will live on campus.
- II. All the university students from abroad in each year are provided accommodation in principle. Those who are willing to accommodate will be required to submit an application. Those who do not apply are deemed to have waived the application rights.
- III. Our university students other than the preceding two paragraphs may apply accommodations, based on the principle of student dormitory application job.
- IV. The number of beds for old students to apply for is the balance from the total number of beds available for application deducting guarantee beds. Allocation of beds is applied for by an individual on network. After confirmation of application eligibility by the Student Housing Service Division, it is produced by drawing lots.
- V. The principle of student dormitory application work is enacted separately.

Chapter 3 Live into dormitory and withdrawal

Article 4 After bedrooms, beds are specified, students should pay accommodation fee before the semester begins, receive the keys from Student Housing Service Division and move in. Without permission from Student Housing Service Division, bedrooms and beds cannot be exchanged for any reason on their own.

Article 5 Our university students who move in at their own discretion without permission from Student Housing Service Division, shall be deemed breach of regulations. Besides ordering them to move out immediately, depending on the severity of circumstances, they shall be sanctioned according to the "school regulations for student reward and punishment".

Article 6 Boarders who not due to suspension of schooling, drop-out want to withdraw halfway must hold the parents or their legal representatives' consent to the school to handle. It is submitted to Dean of Student Affairs by military instructor of the department and Student Housing Service Division. After approval, then they can withdraw.

Article 7 Boarders who are ordered to withdraw due to major reason, are required to move out of the dormitory within three days since the date of announcement, and shall not apply to accommodate within a year.

Article 8 Withdrawal and refund are handled in the light of this school tuition fees refund standard and they should hand over keys within three days and move out of the dormitory. If indeed due to significant accident they must delay moving out of the dormitory, it must be reported to and approved by Student Housing Service Division before they can stay.

Article 9 Students to apply for accommodation is for one academic year in principle. If they are required to withdraw in the second semester, application for withdrawal must be made within the announcement date in the first semester. Being overdue without tackling, it is deemed to agree to accommodate. In time of registration in the second semester, they still have to pay full accommodation fees.

Chapter 4 Life counseling and assessment

Article 10 Advisor and military instructor are responsible for accommodation student life coaching in each department.

Article 11 Each room sets one room assistant, who is elected by students in that room on the date of living into. Counseled by building directors, Student Housing Service Division, etc., room assistants perform work within their duty. Student Housing Service Division appraises room assistants once per semester, awarding excellent ones and punishing bad ones.

Room assistants' duties are as follows:

I. Supervise arrangement of sanitation tasks in bedroom and maintenance of interior cleaning.

II. Convey school decree stipulation and the views of the students any time.

III. Dispatch the bedroom cleaning service.

IV. Care and reflect the student patient.

V. Custody and maintenance of public property within the bedroom.

VI. The report of the special problems and contingencies.

Article 12 Each building sets specified number of post for building director, produced from selection by the Student Housing Service Division. Counseled by rotating military instructors, the Student Housing Service Division and other teachers, they implement the duty of building directors, whose term of service is one year. Building directors who complete task in the academic year, are assessed by the Student Housing Service Division and score 80 points, will be awarded building director grants in the first and second semester. If building directors neglect duty, after written notices from the Student Housing Service Division three times, they do not improve, then they will be removed from office. The dormitory building directors removed from office shall not enjoy the right in the second paragraph of this article. Building directors' selection, removal from office and examination shall be prescribed separately by the Student Housing Service Division and implemented after submitted to and approved by office affairs meeting of Office of Student Affairs.

Article 13 Building director's duty is as follows:

- I. Take turns on duty and safety inspections in dormitory in the evening.
- II. Convey the decrees and regulations of the university, and supervise the implementation.
- III. Supervise dormitory bedroom sanitation tasks and cleaning.
- IV. Attend conferences of building directors and other related dormitory meetings.
- V. Take on "quiet time" inspection and make a record to submit, and maintain peace, order in living quarters.
- VI. Recommendations for refurbishment of dormitory facilities.
- VII. Report and processing of the special problems and contingencies.
- VIII. Management and opening of temporary additional storage chamber in winter and summer vacation.
- IX. At the end of every semester, they shall be responsible for the bedrooms in their affiliated area or acceptance work when individuals leave.
- X. Supervise the affiliated room assistants to implement the various work and assess their work performance as reference for reward.
- XI. Assist the Student Housing Service Division monthly to check water and electricity safety from time to time and to handle spot checks on boarders' accommodation situation.
- XII. Assist the Student Housing Service Division to register list of students who returning late.

Article 14 Boarders shall comply with the code of conduct in dormitory during accommodation. If their actions are consistent with the provisions of the school "regulations for student reward and punishment", dormitory counselors should report to Student Housing Service Division to reward or punish them.
The code of conduct in dormitory shall be enacted and announced separately.

Article 15 Diagnosed by physician, boarders are not fit to accommodate because of the physical and mental condition or serious violations of the code of conduct, we may make them stop accommodation.

Article 16 Students' everyday life situations during accommodation in the school may be really recorded by the Student Housing Service Division, which according to the actual need notifies their advisors, parents or legal representatives, military instructors of the departments and associated co-processing units or personnel.

Chapter 5 Safekeeping and maintenance of items

Article 17 Once moving into the living quarters, building directors should make detailed examination on and hand over indoor articles and furniture in conjunction with the boarders. Unless those which originally are damaged or missing shall be submitted for repair speedily, they shall be responsible for the safekeeping and use of the rest. In case of damage caused by improper safekeeping, custodians shall be liable for compensation.

Article 18 All dormitory keys should be regarded as public property alike, be taken care of and used prudently. If it is accidentally lost, they shall take student ID card to register at Student Housing Service Division, and then apply to Business Office, Office of General Affairs for the cutting of key and reissuance and pay the fee of cost.

Article 19 If dormitory door lock occurs any failure, they should apply to Student Housing Service Division for repair according to the provisions. Any unauthorized removal, or hiring extramural vendors for maintenance at their own discretion, is envisaged as damage to public property.

Article 20 Public facilities inside and outside the bedroom not belonging to personal use: as window glass, lamps, etc., shall be under joint custody of students in whole room supervised by room assistant. Except for damage due to force majeure which may be reported to the school to take responsibility for repairs, regarding the damage caused by negligent handling or carelessness, the injurer shall be responsible for the damage compensation.

Article 21 When boarders find that furniture and equipment in use have been missing or damaged, whether students should be responsible for compensation or the school should be responsible for repairs, they shall promptly report to the Student Housing Service Division, and fill out the application form to repair items.

Article 22 Maintenance and use management regulations for public facilities and places not pertaining to personal use inside and outside the bedroom of dormitory, are set by Student Housing Service Division ex officio, and implemented after submitted to and approved by office affairs meeting of Office of Student Affairs.

Chapter 6 Leave school and stay in school during vacation

Article 23 At the end of the semester, boarders should complete the leaving formalities to move out of the dormitory in accordance with the date of leaving school provided in calendar. Those whose completion of formalities is overdue are required to make up for payment of fees in accordance with the provisions of boarding in the winter and summer vacation.

Article 24 When boarders leave the dormitory, public property put inside the bedroom shall not be arbitrarily moved, all personal items should be brought back on their own. Offenders are deemed to abandon ownership of personal belongings, and agree to disposal by Student Housing Service Division. Related costs shall be borne by the boarders themselves.

Article 25 Those who during the winter and summer vacation have to stay and accommodate in the university, should reach Student Housing Service Division to apply for procedures to stay in dormitory before the end of the semester. If approved, they shall immediately move to designated centralized dormitory to accommodate, and according to requirement of "rules to apply for boarding in Tunghai University in the winter and summer vacation", pay the dormitory fees.

Chapter 7 Supplementary provisions

Article 26 Because in winter vacation period student items are still retained in the original bedroom of dormitory, dormitory shall never be borrowed by outsiders.

Article 27 Without prejudice to the premise of the dormitory renovations during the summer vacation, in accordance with the provisions intramural and extramural groups apply to Student Housing Service Division. After the required payment, tackle the procedures to live into.

Article 28 During the period when the group borrows student dormitory, this school only offers room (excluding bedding), water, electricity and other services. The unit sponsoring activities is responsible for security maintenance of personnel, property on its own. If damaged equipment circumstances, the borrower group shall be responsible for compensation.

Article 29 Office of Student Affairs and Office of General Affairs jointly do spot checks on the student dormitories at all times. The general survey should be implemented before the beginning and the end of each semester, to check the use and safekeeping conditions of the equipment furniture and to repair or supplement timely.

Article 30 The rules come into force after adopted by the student affairs meeting, submitted to and approved by the president.