

National University of Kaohsiung Student Dormitory Regulations 990210

Amended and passed by this school's Works Council on May 10, 2000

Amended and passed by this school's Third Administrative Board Meeting on August 15, 2000.

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Amended and passed by this school's First Student Affairs Meeting on January 19, 2001.

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Chapter 1. General Provisions

Article 1. The National University of Kaohsiung Student Dormitory Regulations (hereafter referred to as these regulations) have been specifically established in order to cultivate students' self-regulation and ability to thrive in a modern civic society.

Article 2. Unless otherwise stipulated by this school, dormitories are provided for use by currently enrolled students.

Article 3. Except when otherwise specified by law, school dormitory management will be undertaken in accordance with these regulations.

Article 4. Dormitory management is undertaken by the Division of Student Affairs Student Counseling Office, which is involved in student counseling and dormitory planning, in addition to installing dormitory coordinators who are responsible for the following paragraphs:

1. Advise dormitory students in their daily lives and assist them with self-regulation according to relevant dormitory laws.
2. Adhere to regulations, as well as collect, analyze and report of relevant tables and listings.
3. Counsel Dormitory Life Self-Regulation Committee in the implementation of their work, in resolving differences in opinions, and in improving the dormitory environment.
4. Provide suggestions to students in matters related to incentive and punishment in dormitory life.
5. Provide planning, execution, and comments & suggestions for student dormitory safety measures.
6. Apply for the maintenance, repair, improvement, and additions with respect to various

student dormitory facilities, in addition to assisting the Division of General Affairs in oversight, maintenance, and receiving.

Article 5. The Dormitory Life Self-Regulation Committee is organized in order to allow dormitory students to personally designate the regulation of dormitory living, to implement autonomous management, to promote the welfare of dormitory residents, to allow students to express their opinions concerning accommodations and assist this school in managing the dormitory. Detailed regulations for this organization are established separately.

Article 6. Dormitory residents must personally fill out an online application for repairs, maintenance, improvement, and upkeep. Requests will be handled by the Division of General Affairs and Environmental Protection Section. In unique cases or emergencies, the Student Counseling Office will contact vendors to initially address the issue, while all other matters will be handled according to this school's procurement procedures. The Division of General Affairs and the Environmental Protection Section are responsible for the cleaning of the student dormitory common environments, and the maintenance of lawns and flower beds.

Chapter 2. Application and Allocation of Dormitory Accommodations

Article 7. This school's students must apply for accommodations on this school's dormitory application page within the specified application period. Those who do not apply within this period will not receive accommodation. The following materials must be submitted when moving into the dormitory:

1. Identification card (must be presented)
2. Student Housing Contract
3. Agreement to Abide by Dormitory Code of Conduct

Article 8. After receiving dormitory applications, the Student Counseling Office will allocate accommodations in the following order:

1. Physically and mentally challenged students, students from low-income families, students from low- and middle-income families, or students who can prove their particular need.
2. Dormitory Life Self-Regulation Committee members, and dormitory coordinators.
3. Foreign students. First year overseas and Mainland Chinese students.
4. First year exchange students.
5. Undergraduate students from outlying islands, and undergraduate students from remote indigenous tribes in their first year of study, as well as student athletes with an actual need.
6. Freshman students from outside of Kaohsiung City and from remote areas of

Kaohsiung.

7. When there are an insufficient number of bed spaces, student travel distance will be taken into consideration, and lots will be drawn to determine the allocation order for remaining spaces for freshman students not included in the 6 paragraphs above.
8. Transfer students and freshman students returning after leave.
9. Overseas and Mainland Chinese students in their second year of study.
10. First year graduate students and doctoral students.
11. Undergraduate students, graduate students or doctoral students in their second year or higher of study.

With the exception of students mentioned in Paragraph 1 above, the above paragraphs regulating the order of allocation will not be applicable to students applying for accommodations after voluntarily moving out of the dormitory.

Chapter 3. Fees

Article 9. Students must pay boarding fees, internet user fees, basic electricity fees, a security deposit, and other various expenses in order to avoid cancellation. The following items will apply to all students who move into the dormitory following the beginning of the semester:

1. Those who move in within a month after registration must pay full boarding fees.
2. After 1 month has passed (including the last day of this one month period), boarding fees will be assessed on a monthly basis. Summer vacation fee rates will be charged for those staying less than 1 month.

Article 10. Students must pay fees within the specified period. Those who do not pay within this period will be considered to have voluntarily relinquished their accommodations. However, those who have a legitimate reason for not paying fees in a timely manner must provide proof in applying for an extension to the Student Counseling Office, which will submit this request to the Dean of Student Affairs for approval.

Chapter 4. Moving into the Dormitory

Article 11. Students approved for dormitory accommodation must pay boarding fees, in addition to undertaking check-in procedures with the Student Counseling Office within 7 days of the beginning of the semester. The Dormitory Life Self-Regulation Committee or dormitory coordinators will assist in the coordination of moving in. Those who do not meet the previously mentioned deadline, or who move to another bed space without permission, will be seen as voluntarily relinquishing their accommodations.

Article 12. If the Student Counseling Office has an appropriate reason, it may have Dormitory Life Self-Regulation Committee members or dormitory coordinators enter a room for inspection or the handling of other issues after first informing the student living there. In urgent cases, the student need not be first informed. However, a written explanation must be provided to the student and a report must be filed with the Dean of Student Affairs.

Article 13. Students living in the dormitory must not take part in the following activities:

1. Giving up a berth space to others without permission, holding berth spaces, or preventing others from moving in.
2. Gambling, excessive drinking and boisterousness, brawling or using drugs.
3. Storing dangerous or forbidden materials.
4. Allowing guests to stay overnight without prior consent.
5. Allowing members of the opposite sex to stay overnight.
6. Allowing vendors to enter the dormitory and sell products.
7. Installing electrical appliances not approved by this school.
8. Cooking in dormitory rooms without permission.
9. Raising pets in dormitory.
10. Obstructing access with a fire extinguisher or other objects.
11. Bringing someone of the opposite sex into the room without the consent of all roommates.
12. Entering the dormitory room of a member of the opposite sex without the consent of all residing there.
13. Failing to participate in disaster evacuation drills without reason.
14. Other activities which violate public health, the tranquility of residents, or public safety.
15. Damaging or destroying public property, equipment, or facilities.
16. Violating other relevant residential regulations of this school's dormitory.

If a severe violation of regulation Paragraphs 1 through 5 above is committed, and the Student Counseling Office performs an investigation which verifies the violation, the offender will be evicted from the dormitory and not be allowed to reapply for accommodations.

In cases where a student commits a violation of regulation Paragraphs 6 through 15 after being warned by the Dormitory Life Self-Regulation Committee or dormitory coordinators for committing the same violation, the student will be evicted and will not be allowed to reapply for dormitory accommodations within a year from the recorded day of eviction if the Student Counseling Office's investigation verifies the violation.

Those who violate Paragraph 16 will be punished according to relevant regulations.

Article 14. The following regulations will apply to students concerning maintaining dormitory common property and environmental sanitation.

1. Residents must take good care of public property during their period of residency. Check-out procedures must be undertaken when moving out (or to another room) according to regulations. If public property is damaged or lost, reparations must be made in accordance with the provisions of the inventory value list.
2. If common property is accidentally or purposefully damaged, the Student Counseling Office will issue a report indicating the period within which reparations must be made. If the student does not make reparations within the designated period, or if the act was intentional, he or she will be evicted.
3. Students must clean and sweep the room and public areas allocated to them.

Chapter 5. Dormitory Transfer

Article 15. A student with a legitimate reason may submit a dormitory transfer request to the Student Counseling Office within the designated period for each semester. After approval, the student may relocate. Only 1 transfer is allowed per semester.

Article 16. Fees may be refunded or additional fees charged with respect to fee differences resulting from transfers. However, no fees will be refunded if two-thirds of the entire semester has passed.

Chapter 6. Summer and Winter Vacation Accommodations

Article 17. Residing students must move out of the dormitory at the end of the designated student housing contract period.

Those with a legitimate need who require to stay in the dormitory during the winter or summer vacation must submit a request application prior to the announced deadline and will be included in the allocation process after approval.

Article 18. In general, rooms allocated for the spring and summer vacations will be located together, and residing students must cooperate with the Student Counseling Office in moving to newly allocated berths.

Article 19. Residing students who have completed preregistration for the new semester, but who have not applied for accommodation during the summer or winter vacation, must remove all personal belongings from the room prior to the check-out date designated in the student housing contract.

Article 20. Dormitory rooms are provided for school and club overnight activities during winter and summer vacations. Groups may stay in the dormitory after applying for and receiving permission from the Student Counseling Office. Only beds, desks, chairs, electricity, water, and other basic equipment already possessed

by the dormitory are provided. Groups must prepare all the other items themselves and shall assume responsibility for their keeping.

Article 21. Rooms for which use has not been approved must be locked during winter and summer vacations. In addition, electricity will be turned off and floors may be closed off.

Article 22. Regulations concerning boarding fees for summer and winter vacations, as well as other relevant matters, are established separately.

Chapter 7. Moving Out

Article 23. The following students must completely vacate the dormitory within 3 days:

1. Students who take a leave of absence, quit school, or transfer.
2. Undergraduate students or graduate students for whom the normal period of study within which graduation should occur has passed.
3. Those voluntarily moving out.
4. Students who are evicted.
5. Students for whom the student housing contract has been terminated.

Article 24. Students must move out in accordance with the order set forth by the following paragraphs:

1. Prior to moving out, students must clean and sweep the room. If rooms are found by the Student Counseling Office, the Dormitory Life Self-Regulation Committee or dormitory coordinators to not have been properly cleaned, the student will be responsible for fees for assigning cleaning staff to clean the room.
2. Students must return common property within the specified period of time when moving out.

Article 25. With the exception of cases in which two-thirds of the semester has passed, in which case no refunds will be made, fees will be refunded in accordance with the National University of Kaohsiung Standard of Tuition & Other Fees: Fee Standards for Students Leaving School or Taking a Leave of Absence.

Article 26. Students must vacate the dormitory within 3 days after undertaking check-out procedures (including weekends and holidays). The Student Counseling Office will treat personal items which have not been taken as being discarded for students who violate the previous regulations. If public property is damaged or lost, reparations must be made in accordance with the provisions of the inventory value list.

Article 27. If students who are moving out for the reasons specified in Article 23 Paragraph 2 have a legitimate reason for not being able to vacate the dormitory before the specified move-out date after completing the procedures outlined in Article 24, he or she must present proof and apply for an extension

to the Student Counseling Office for approval by the Dean of Student Affairs. Accommodation will be dealt with in accordance with “Chapter 6. Summer and Winter Vacation Accommodations” regulations. However, the student must move out of the dormitory no later than 7 days prior to the beginning of the new semester.

Chapter 8. Addendum

Article 28. While in residence, student behavior must adhere to this school’s incentive and disciplinary measure regulations. The Dormitory Life Self-Regulation Committee and dormitory coordinators must make requests to the Student Counseling Office for rewarding or disciplining students.

Article 29. For the maintenance of security, computer card access control accompanied with 24 hour video surveillance controls the entrance and exit of personnel from the dormitory.

Article 30. The following procedures should be undertaken in requesting use of dormitory grounds.

1. With the exception of the Dormitory Life Self-Regulation Committee, any persons or groups requesting to use dormitory grounds must make a request to the Dormitory Life Self-Regulation Committee and obtain approval from the Student Counseling Office.
2. Groups or individuals not affiliated with this school must make a request to the Student Counseling Office and petition for approval from the Dean of Student Affairs.

Article 31. Electricity and Internet fees are assessed in accordance with meter readings or are personally born by the user. This is also true for other responsibilities born by residing students. Precautions related to water and electricity supplies, as well as the use of electrical appliances and internet administration methods, are established separately.

Article 32. The Student Counseling Office is required to undertake service performance assessments for the Dormitory Life Self-Regulation Committee and dormitory coordinators, for which the main principles are established separately. The Student Counseling Office shall authorize the Dormitory Life Self-Regulation Committee to undertake student dormitory cleanliness competitions.

Article 33. These regulations are implemented after being passed by the Student Affairs Meeting and approved by the President. The same procedures shall apply to amendments which may arise.