

# Yuan Ze University Student Dormitory Management Rules

2nd meeting of the Student Affairs Steering Committee for the 86 academic year was established

1st revision of the Student Affairs Steering Committee for the 88 academic year was passed

1st revision of the Student Affairs Steering Committee for the 89 academic year was passed

Amended by the 3rd Student Affairs Meeting of the 91 academic year

Amended by the 2nd Student Affairs Meeting of the 92 academic year

93.05.26 The 5th student affairs meeting of the 92 academic year was amended and passed

Amended by the 1st Student Affairs Meeting of the 96 academic year

Amended by the 3rd Student Affairs Meeting of the 96 academic year

Amended by the 1st Student Affairs Meeting of the 98 academic year

Amended by the 3rd Student Affairs Meeting of the 98 academic year

99.12.01 Amended by the 3rd Student Affairs Meeting of the 99 academic year

101.05.09 The 3rd student affairs meeting of the 100 academic year was amended and approved

102.03.06 The 4th student affairs meeting of the 101 academic year was amended and passed

103.05.14 The 3rd student affairs meeting of the 102 academic year was amended and passed

2nd student affairs meeting of the 103 academic year was amended and passed

1st student affairs meeting of the 105 academic year was amended and approved

3rd student affairs meeting of the 105 academic year was amended and passed

3rd student affairs meeting of the 106 academic year was amended and approved

107.12.19 The 3rd student affairs meeting of the 107 academic year was amended and approved

1st student affairs meeting of the 108 academic year was amended and passed

3rd student affairs meeting of the 108 academic year was amended and approved

1st student affairs meeting of the 111 academic year was amended and approved

112.04.12 The 4th student affairs meeting of the 111 academic year was amended and passed

113.05.01 The 4th student affairs meeting of the 112 academic year was amended and passed

Article 1: These rules are formulated in order to establish noble moral values, promote excellent academic atmosphere, maintain dormitory safety and hygiene, and establish the implementation of student dormitory management organization and counseling assessment.

Article 2: The Dormitory Service Section of the Student Affairs Office (hereinafter referred to as the "Student Housing Service Section") is responsible for carrying out administrative affairs, dormitory safety, counseling for resident students' lives, and student dormitory order. It formulates dormitory management plans and handles student applications, reviews, assignments, simple repairs and maintenance of student dormitory hardware equipment, and property procurement management.

Article 3: The Engineering Management Division of the General Affairs Office (hereinafter referred to as the "Engineering Division") is responsible for the repair, maintenance, and updating of student dormitory hardware equipment.

Article 4: Dormitory security duty is jointly performed by the duty instructor and dormitory counselors. During duty hours, they are responsible for maintaining dormitory order and handling occasional incidents.

Article 5: In order to cultivate students' autonomy, self-discipline, and self-love, the Student Housing Service Section should assist resident students in establishing a self-governing cadre system and

establish a Student Dormitory Self-Government Association (hereinafter referred to as the "Student Dormitory Association"). The organization charter of the Student Dormitory Association shall be separately formulated.

Article 6: Students applying for accommodation are required to cooperate with the Dorm's overall public space maintenance, interior repairs, cleaning, and various safety inspections, as well as necessary emergency actions. In cases of natural disasters, infectious diseases, or any other significant incidents that may jeopardize the safety of the dorm residents, students must unconditionally comply with the allocation and adjustment of dormitory beds.

Article 7: Students applying for residence (excluding in-service classes) shall complete the application procedures with the Student Housing Service Section within the specified time. The priority order for accommodation shall be implemented based on the following principles:

1. Student Dormitory Association members, network managers, and school team members who have been approved for priority accommodation
2. Students listed in the Student Affairs Office's checklist:
  - (1) Students with mobility difficulties and special medical conditions.
  - (2) Students who are alone in Taiwan (including overseas and outlying islands).
  - (3) Students from financially disadvantaged families.
  - (4) Students with special circumstances approved by the Student Affairs Office.
3. Freshmen whose household registration, including that of their parents, has been outside of Taoyuan City, will be arranged according to the distance.
4. Freshmen students from remote areas of Taoyuan City with limited transportation access.

Article 8: Students applying for accommodation are required to live in the dormitory for two semesters and pay the dormitory fee for the two semesters (except for students without formal enrollment). The dormitory fee is paid together with the tuition and miscellaneous fees, and is divided into the first and second semesters of the semester. Students allocated a bed must submit a Student Housing Agreement and a deposit of NTD 2,000, which will be returned without interest after the check-out inspection is qualified.

Article 9: To maintain the health and safety of all dormitory students, the following situations considered detrimental to public interest may warrant eviction from the dorm and disqualification from reapplying for dorm residence, with refunds processed in accordance with Article 14:

1. Those currently suffering from communicable diseases required by law, unable to care for themselves, with histories of self-harm, or mental health conditions affecting themselves or others that cannot be quickly remedied or controlled, or other special cases unsuitable for communal living.

Applicants in these circumstances must submit a diagnosis from a Taiwan's public or regional hospital and receive approval before applying for dormitory residence.

2. Those involved in theft, unauthorized filming, gender incidents, or violence during their enrollment period are not suitable for communal living.
3. Those who commit severe violations that damage public interest and are officially approved for eviction will be announced and expelled from the dormitory.

Article 10: Students who fail to pay the accommodation-related fees shall have their accommodation rights for the next two semesters canceled.

Article 11: The arrangement of beds for new students is uniformly allocated by the Student Housing Service Section. Students applying for accommodation from the second year onwards must participate in bed lottery or apply for waiting list beds. Students who have been approved for residence can form their own roommate groups. The assigned beds cannot be changed without

authorization. Those with special reasons can apply to the Student Housing Service Section for approval before adjusting the bedroom arrangement.

Article 12: Those who move into the dormitory must go to the dormitory counter to collect relevant information and keys. Those who are on the waiting list can complete the check-in procedures after paying the waiting list fee.

Article 13: Students who stay in the dormitory must move out within the specified period at the end of the semester. If they fail to do so according to the regulations, they must pay the accommodation fee on a daily basis until they move out. The severity of the situation will be handled in accordance with the university's student disciplinary regulations and processing procedures.

Article 14: Students wishing to check out from the dormitory midway must apply due to special reasons such as graduation, suspension of studies, withdrawal, transfer, internship, study abroad, or force majeure, and are approved by the administration. Refunds for approved graduate students are based on the months of residence, while approved undergraduate students are refunded according to the standards issued by the Ministry of Education. Approved early check out must complete the check-out procedures within two weeks from the approval date, and vacate the dormitory. Those not approved for early check out will not receive a refund of their deposit or the accommodation fees for the current or upcoming semester.

Article 15: All dormitory residents should take good care of the dormitory facilities and public property. If there is any damage, they are responsible for compensation.

Article 16: When moving out of the original dormitory room or bed, it should be cleaned, and the used public property should be returned to the school. Personal belongings should be disposed of as waste.

Article 17: During winter and summer vacations, students who are approved to stay in the dormitory will be reassigned by the Student Housing Service Section and move into and out of the assigned rooms according to the specified time. During the stay, they must comply with the relevant regulations of these rules.

Article 18: If public property is damaged or needs repair due to aging, dormitory residents should proactively submit repair applications through the personal Portal Accommodation Repair System.

Article 19: The organization of various dormitory activities should be reported to the Student Housing Service Section by the Student Dormitory Association for approval and implementation according to the annual activity plan.

Article 20: To maintain the quality of life in student dormitories and address behaviors that affect others' lives, disrupt order, or pose safety concerns, violations will be handled through a deduction point system:

For any of the following circumstances, 5 points will be deducted at once:

- (1) Making loud noises or quarreling within the dormitory area.
- (2) Placing items randomly in common areas or unoccupied beds, affecting the cleanliness of the dormitory environment.
- (3) Impairing public hygiene and quality of life in the dormitory.
- (4) Arbitrarily tampering with fixed power equipment and adding electrical appliances.
- (5) Unauthorized tearing or posting of notices.
- (6) The borrowing of room door keys is limited to a maximum of 2 times per semester. Each additional usage beyond that deducts 5 points.
- (7) Violating various dormitory regulations.

For any of the following circumstances, 10 points will be deducted at once:

- (1) If the aforementioned violations are not corrected within the specified period after being stopped by dormitory counselors or Student Dormitory Association members.
- (2) Storing prohibited items (such as alcoholic beverages, gambling tools, gas stoves, chemicals, flammable items) in the dormitory or bedrooms; using high-power-consuming electrical appliances such as electric cookers, microwaves, induction cookers, etc., not provided by the dormitory. If prohibited items or unauthorized electrical appliances are found, the Student Housing Service Section will keep them until the end of the semester before returning them.
- (3) Cooking meals privately in bedrooms.
- (4) Loaning the student ID card (or temporary magnetic card) to others for use.
- (5) Keeping pets in the dormitory.
- (6) Drinking alcohol within the dormitory area.

For any of the following circumstances, 15 points will be deducted at once:

- (1) Deliberately damaging public property or equipment, taking out public property or equipment without approval, and using them for personal purposes.
- (2) Refusing to comply with counseling and displaying acts of open defiance.
- (3) From 6 a.m. to 10 p.m., receiving non-resident guests without approval from the dormitory counselors.
- (4) Privately exchanging beds with others.
- (5) Smoking within the dormitory area.
- (6) When checking out, failing to remove personal belongings from the bedroom.

For any of the following circumstances, 25 points will be deducted at once:

- (1) Engaging in fights, playing mahjong, gambling, causing disturbances, using drugs, using others' belongings without permission, accommodating individuals of the opposite sex, entering dormitories of the opposite sex, or engaging in similar behaviors within the dormitory.
- (2) From 10 p.m. to 6 a.m., receiving non-resident guests without approval from the dormitory counselors.
- (3) Transferring one's bed to others.
- (4) Installing any type of host server (operating system not limited) within the dormitory, transmitting illegal or violations of academic network usage norms.
- (5) Forging student ID cards (or temporary magnetic cards) or intentionally damaging card-swiping equipment.

Article 21: In order to create an excellent living and learning environment in student dormitories, and to enhance the quality of accommodation, the management methods are as follows:

1. From 10 p.m. to 6 a.m., dormitory counselors will conduct unscheduled inspections, and violators will be subject to point deductions as stipulated by these regulations.
2. Duty instructor will assist in the management and conduct irregular inspections, and violators will be subject to point deductions as stipulated by these regulations.
3. The dormitory will implement control measures for network usage, lighting, hot water usage, etc. The implementation methods and times will be announced separately and made known to all.

Article 22: Point deductions are carried out by the Student Dormitory Association members or dormitory counselors and are reviewed by the Student Housing Service Section. After receiving point deductions, residents can apply to offset these deductions through Love Dorm Voluntary Service, where one hour of service offsets 2 points.

Point deductions are accumulated over the semester. Residents who have accrued 15 points (including) or more before the end of the semester and who have not completed the required Love Dorm Voluntary Service within four weeks after the school settlement date will be

subject to forced eviction. This cancels their eligibility for housing for the following two semesters, and the accommodation deposit will not be refunded. The eviction process is implemented after approval by the Dean of Student Affairs, the violations are announced, and written notification is given to the parents or guardians. Students who disagree with the dormitory point deductions, written warnings, notifications to parents or guardians, disqualification, forced eviction, or any other measures affecting their rights may file a complaint according to Yuan Ze University's Student Complaint Handling Procedure. Additionally, students who are forcibly evicted are ineligible to apply for dormitory residence during their study period at the university. Those evicted will not receive a refund of their paid accommodation fees or deposit.

Article 23: Non-resident students who violate the rules will be handled in accordance with the disciplinary regulations and procedures of the university.

Article 24: For students who have incurred a deduction of 15 or 25 points in one instance, regardless of whether they have completed the Love Dorm Voluntary Service, if they commit another violation of the same nature, the Student Housing Service Section may cancel their eligibility to apply for Love Dorm Voluntary Service.

Article 25: These regulations will be implemented after being approved by the Student Affairs Meeting, and any amendments will follow the same process.