

# Guidelines for Student Dormitory Counseling at National Chi Nan University

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Amended and approved at the first Student Affairs Meeting of the second semester of the 84 academic year on June 19, 1996

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Amendments to Articles 2, 8, and 13 approved at the 43rd Administrative Meeting on December 12, 1996

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Amendments approved at the Student Affairs Meeting of the first semester of the 107 academic year on January 7, 2019

Amendments approved at the Student Affairs Meeting of the first semester of the 110 academic year on December 27, 2021

Amendments approved at the Student Affairs Meeting of the second semester of the 110 academic year on April 12, 2022

**Article 1:** The dormitory management norms or practices of our university are based on the principle of equality and are not restricted by gender, ethnicity, or religious beliefs. The purpose is to guide students in matters related to dormitory application, allocation, check-in, check-out, living standards, and internal cleanliness, thereby fostering good living habits among students.

**Article 2:** All students of this university who wish to apply for dormitory accommodation must submit their application within the announced period.

**Article 3:** After the Housing Service Team accepts applications for accommodation from new students, the following categories of individuals are guaranteed eligibility for accommodation:

- (1) Freshmen of the undergraduate program. (General and air-conditioned rooms in the undergraduate dormitories)
- (2) First-year graduate students in master's and doctoral programs, excluding those in executive and part-time programs. (Graduate student dormitories)
- (3) Transfer students entering in the current academic year. (General and air-conditioned rooms in the undergraduate dormitories)

The aforementioned guarantee of accommodation for new students is based on the principle of being newly enrolled in the current academic year.

Those who fail to register for a bed space within the deadline will forfeit their guaranteed right to accommodation. In case of special circumstances, arrangements will be made based on the actual availability of bed spaces.

**Article 4:** After the bed allocation mentioned in the previous article, individuals who meet the following criteria will be given first priority for bed reservations in the general rooms of the undergraduate section, upon acceptance of their accommodation application by the Housing Service Team. The allocation is based on the following order of priority:

1. Students with physical or mental disabilities
2. Students from low-income and lower-middle-income households
3. International students
4. Students on government scholarships

The period for reserving beds for the third category mentioned in the previous article is as

follows: the principle is four years of study for bachelor's programs, two years for master's programs, and four years for doctoral programs. For the fourth category, the principle is based on the duration for which one holds the status of being a government-sponsored student.

The number of reserved spots for international students, as mentioned in the third category of the first clause, is negotiated and reserved annually based on the actual situation by the Student Affairs Office in collaboration with the Office of International and Cross-Strait Affairs.

For students who fall under categories one to four of the first clause, if they violate the dormitory agreement and accumulate 10 points or more, their priority reservation qualification for a bed in the next academic year will be revoked.

Those who fail to register for a bed space within the deadline will forfeit their guaranteed right to accommodation. In case of special circumstances, arrangements will be made based on the actual availability of bed spaces.

Article 5: After bed allocation according to Articles 3 and 4, individuals who meet the following criteria, upon acceptance of their accommodation application by the Housing Service Team, are listed as second priority for bed reservation and allocation, in the following order:

1. Student dormitory leaders who are to take office in the current academic year.
2. Dormitory public service students, with specific rules for accumulating points for public service set separately.
3. Student Dormitory Appeal Review Committee members, with specific regulations for the setup of the National Chi Nan University Student Dormitory Appeal Review Committee set separately.
4. Other special factors, if verified to be true and approved upon review. Separate guidelines are set for the application and review of special cases.

After the allocation of priority reserved beds as mentioned in the previous clause, if there are still remaining beds in the student dormitory, an open application and supplementary process will be conducted to ensure the effective utilization of the dormitory beds.

Article 6: To maintain the health and safety of resident students, those who have serious illnesses that cannot be cured in the short term and require isolation or special treatment, or other special cases unsuitable for group accommodation, may apply for accommodation based on the actual situation.

Article 7: Those who apply and are approved for a dormitory bed allocation are limited to staying for a full academic year.

Article 8: Resident students may establish a "Student Dormitory Life Self-Government Committee" in accordance with the "National Chi Nan University Student Dormitory Autonomous Leaders Organization and Scoring Guidelines". They shall formulate the organization charter of the Student Dormitory Life Self-Government Committee, plan and implement dormitory life self-governance matters, and receive guidance from the Student Affairs Office's Housing Service Team.

The organizational charter of the Student Dormitory Life Self-Government Committee is formulated by the student dormitory life self-government leaders in conjunction with the Student Affairs Office. Separate provisions will be made for the election and removal of student dormitory life self-government leaders.

Article 9: Students may move into the dormitory after registering, paying the accommodation fee, and being allocated a dormitory bed. Unauthorized occupancy without permission will result in immediate eviction, and further action will be taken based on the severity of the situation, in accordance with university regulations.

Resident students are required to pay a security deposit of NT\$2,000. This deposit must be paid within the announced dates after obtaining a bed through a lottery. If a student fails to cancel their bed within the announced dates or does not move into the dormitory, this amount will be forfeited. If a resident student moves out without having violated the dormitory agreement, not completed the point deduction on time, damaged public property

in the dormitory, or left garbage or waste, and if they do not require accommodation for the next academic year, this deposit will be returned without interest.

Article 10: Each dormitory should appoint dormitory leaders, who will receive guidance from the school and the Life Self-Government Committee. They are responsible for maintaining order and safety in their respective areas, ensuring the integrity of equipment, and supervising the organization and rotation of cleaning tasks.

Article 11: After moving into the dormitory, students are responsible for the custody and cleaning of the dormitory's public property, equipment, and environmental hygiene. If there is any damage or failure to maintain these without a valid reason, students are required to compensate according to regulations or pay cleaning fees. In cases of intentional damage, in addition to compensating for the cost, students will be disciplined according to relevant regulations.

Article 12: After the completion of accommodation procedures, students who need to leave the dormitory due to withdrawal or suspension of studies should process their refund according to the refund standards date for withdrawal or suspension in the university's calendar. For others who need to leave or move into the dormitory for various reasons, the application for refund (or additional payment) of accommodation fees should be processed in accordance with the "National Chi Nan University Student Dormitory Accommodation Fee Collection and Refund Standards."

Article 13: The application, management, charging, and leaving of student dormitories during winter and summer vacation periods are to be handled according to separate implementation rules and regulations.

Article 14: Resident students must abide by the university's dormitory accommodation regulations and various provisions announced by the Housing Service Team. Violators will be penalized according to the severity of the offense in accordance with university regulations and announced rules, and their actions may be considered in the evaluation of their eligibility for accommodation in the following semester.

Resident students must not engage in the following behaviors:

1. Unauthorized subletting, changing, or hosting of outside guests in the dormitory rooms.
  2. Engaging in activities such as consuming prohibited substances, theft, gambling (including playing mahjong), drinking alcohol, smoking, fighting, causing disturbances or any other actions that interfere with the peace of others.
  3. Unauthorized modification or destruction of dormitory public property, furniture, or room facilities.
  4. Use of high-power consuming electrical appliances that pose a fire hazard, such as cooking with electric heaters or using electric heaters, etc.
  5. Pets (such as cats and dogs) are not allowed to be kept within the dormitory area.
  6. Unauthorized entry to or exit from the boiler room.
  7. In the dormitory, aside from the communal lounges or public areas, non-residents of a particular building are strictly prohibited from lingering. If relatives or friends of resident students need to enter the dormitory, they must be escorted by the resident student to the dormitory service center to handle pass exchange formalities and wear a designated vest. However, lingering is prohibited from 11 PM to 8 AM the following morning, including in the communal lounges and public areas.
  8. Engaging in illegal activities using the dormitory network or violating the usage norms of the academic network.
  9. Other actions that violate public health, residential tranquility, or public safety.
- Violations of the provisions mentioned in the first and second items of the previous clause, and serious violations of the eighth and ninth items, once verified by the student dormitory manager, student dormitory leaders, and the housing service team, will result in an order to leave the dormitory, and the violator will not be allowed to apply for dormitory accommodation again.

Violations of the provisions from items three to nine of the second clause, after warnings

from the student dormitory manager, student dormitory leaders, and the housing service team prove ineffective and the violations are verified as true, will result in an order to leave the dormitory. Furthermore, the violator will not be allowed to apply for dormitory accommodation again within one year from the date of their dormitory departure registration.

Article 15: When resident students apply for a dormitory room exchange, they should submit a completed application form to the dormitory manager of their building within two weeks after the start of the semester. The principle is to exchange rooms mutually and only once per semester.

Article 16: These methods shall be implemented after approval by the Student Affairs Meeting.