

Guidelines on Student Dormitory Management at I-Shou University

Amendments adopted on October 23, 2002 by the Office Affairs Council of the Office of Student Affairs in the first semester of the academic year 2002

Amendments to the Guidelines promulgated with the consent from the President dated on October 4, 2016

Amendments to Provisions I-IV adopted by the University Administration Council on June 19, 2019 and promulgated with the consent from the President dated on July 4, 2019

- I. Purpose: The Guidelines on Student Dormitory Management at I-Shou University (hereinafter referred to as “the Guidelines”) are developed to help dormitory residents adopt a healthy lifestyle and to perfect the living quality and management of student dormitories.
- II. Management: The management of student dormitories will be in the charge of assigned administrative staffers and student cadre members.
 1. Administrative management:

The Student Campus Life Guidance Section (hereinafter referred to as “the Section”) of the Office of Student Affairs (hereinafter referred to as “the Office”) is responsible for the management of student dormitories, and the Section will assign staffers to handle the following affairs:

 - a. Staffers of the Student Housing Section: They are assigned by the Office to take responsibility for assisting the Dormitory Residents’ Association, providing counseling services to residents, and assigning beds to residents.
 - b. Military training instructors: They are assigned by the Office to take responsibility for handling violations committed in dormitories and ensuring the safety of dormitories.
 - c. Dormitory superintendents: They are assigned by the Office to take responsibility for dormitory safety, access control, safekeeping of university-owned property, maintenance (repair) application, inspection & acceptance, utility control, residents’ community service, night patrol, the registration by residents staying elsewhere overnight, and reflections and suggestions from residents.
 - d. Dormitory counselors: They are assigned by the Counseling and Guidance Section of the Office to provide counseling services at the designated counseling rooms in dormitories in accordance

with the announcement.

- e. Dormitory technicians: They are assigned by the Office of General Affairs to take responsibility for maintaining, repairing, renovating, resupplying, and purchasing amenities in dormitories.
- f. Work-study students: They are assigned by the Section to assist dormitory superintendents.

2. Resident self-governance and management:

The Dormitory Residents' Association is established with the aim of managing dormitories and assisting with general affairs in dormitories and dormitory-related activities.

a. Dormitory management:

- (1) Dorm leader: The dorm leader is responsible for overall affairs of the Dormitory Residents' Association.
- (2) Deputy dorm leader: The deputy dorm leader is responsible for affairs relating to his/her dormitory.
- (3) Resident assistant: A resident assistant is responsible for assisting his/her dorm leader (deputy dorm leader) with affairs on his/her floor.

b. Dormitory services: Assisting with the supervision of dormitory cleaning.

c. Internet connection troubleshooting: Assisting in solving problems relating to Internet connections.

III. Dormitory Counseling:

- 1. Dormitory Forum: The Forum is held once every semester and presided over by the Dean of Student Affairs. The Office of General Affairs, the Office of Library and Information Services, the Office of Military Education, the Student Campus Life Guidance Section, the staffer-in-charge of the Forum, and dormitory superintendents are all invited to the Forum.
- 2. After Action Review Meeting: The Meeting is held once every month and presided over by the Section Chief of the Section. The staffers of the Section, dormitory superintendents, and all dormitory cadre members are required to attend.

IV. General Rules:

1. Access control:

- a. Dormitory gates are closed at 11:30 p.m. and reopened at 6 a.m. every day; residents who enter the dormitory after 11:30 p.m. shall have their names registered.
- b. Residents shall return to their dorm rooms before 11:30 p.m.
- c. Residents shall notify the dormitory management office and the military training instructor on duty of any special incidents, e.g. going to the doctor, happening after 12 midnight for further processing.
- d. A 24/7 card-based access control system is installed in all dormitory gates. Residents are required to use their student ID cards to gain entry. Anyone who tries to prevent the gate from closing will be punished.

2. Utility control:
 - a. Overhead lights are turned on at 6 a.m. and turned off at 11 p.m. every day.
 - b. Residents are allowed to use washing machines, clothes dryers, or spin dryers between 6 a.m. and 11 p.m. every day.
 - c. Residents are allowed to use dormitory common rooms between 9 a.m. and 11 p.m. every day.
 - d. Hot water is available between 7 a.m. and 9 a.m. and between 4 p.m. and 12 midnight every day.
 - e. Air conditioning is available between 12:30 p.m. and 2:30 p.m. and between 6 p.m. and 6 a.m. every day. However, a stored-value card for air-conditioning is required.
 - f. Residents shall make a reasonable use of water and energy and turn the switch off when not in use.
3. Visits:
 - a. The time for receiving visitors is from 8 a.m. to 8 p.m.
 - b. All visitors shall register at the dormitory management office upon arrival.
 - c. Non-residents shall not enter the dormitory without permission. Dormitory residents shall not enter floors or areas where residents of the opposite sex live. Violators will be punished in accordance with the Regulations for Student Rewards and Punishments at I-Shou University and other applicable rules.
4. Internet connections:
 - a. Residents may apply for repair online, and a technician will carry out the repair at the designated time (between 7 p.m. and 11 p.m.) with the applicant's company.
 - b. Residents are strictly prohibited from doing anything online that violates the laws relating to intellectual property rights.
 - c. Residents are strictly prohibited from undertaking any business activities via the campus network.
 - d. Residents shall respect the lifestyle of their roommates while using the computer or surfing on the Internet.
5. Staying elsewhere overnight:
 - a. Residents who wish to stay elsewhere overnight due to personal reasons shall complete the registration at the dormitory management office in advance.
 - b. For their own safety, residents who have registered to stay elsewhere overnight shall write down the place where they accurately stay outside the campus.
 - c. Residents who are found to have stayed elsewhere overnight without registration will be given a minor demerit.
6. Repair to dormitory amenities:

- a. The Office of General Affairs is responsible for additions, renovations, maintenance and repair of student dormitories as well as distribution and disposal of tools.
 - b. Residents shall apply for repair to their dorm rooms online, and dormitory cadre members will apply for repair to public areas or notify dormitory superintendents of application for repair. After being approved by the Section, the application will be delivered to the Office of General Affairs for sending staffers for repair accordingly.
 - c. Residents shall use dormitory amenities carefully. Those who are found to have vandalized any dormitory amenities will be punished in accordance with the applicable regulations and rules and held liable for compensation based on the sale price.
7. Accommodation application:
- a. All students may apply for dormitory accommodation. To help undergraduate freshmen adapt themselves to a new environment, all the freshmen are expected to reside on campus.
 - b. The accommodation period for each application is one academic year. Residents are not allowed to check out during the semester unless a supporting document is provided for special reasons.
 - c. Students in the sophomore year or above may apply for dormitory accommodation in accordance with the announcement by the end of every academic year and join the draw for the right to dormitory accommodation. Applicants who win the lot shall pay accommodation fees for the following semester (the amount is to be determined by the University) to be eligible for dormitory accommodation. Successful applicants shall check in within one week of the first day of school; otherwise, they will become disqualified, and the vacancies will be filled by applicants on a waiting list. If residents have not violated any dormitory-related regulations or rules during the first semester, they are eligible to continue residence in the second semester after their application has been approved.
8. Checking out:
- a. In one of the following situations, a resident shall check out from the dormitory immediately:
 - (1) having graduated from the University;
 - (2) suspending schooling or withdrawing from the University;
 - (3) having violated the Regulations for Student Rewards and Punishments at I-Shou University, the Housing Regulations for Dormitory Residents at I-Shou University, or other applicable regulations or rules, and being asked to check out based on the decision made by competent councils; or
 - (4) being permitted to check out due to special reasons.
 - b. Residents shall pay accommodation fees in advance. Refund application shall be handled in accordance with the Rules of Student Housing Rates at I-Shou University.

9. Room and bed assignment:
 - a. Each room can be either fully occupied by four residents or empty.
 - b. All empty dorm rooms are located on the same floor and locked for management purposes.
 - c. Residents are not allowed to exchange their rooms or beds until they have obtained the approval from dormitory superintendents and the head of the unit-in-charge.
10. Holidays:
 - a. Residents shall take all their personal belongings with them when leaving the University during summer or winter vacations. The University shall not be held liable for any personal property. Any personal belongings left will be discarded as waste, and the owner will be punished in accordance with the applicable rules. The place for residents to deposit their personal stuff and the applicable rules will be announced prior to the beginning of the vacation.
 - b. If residents need to stay at the dormitory during the summer or winter vacation, they may file an application in accordance with the Rules of Application and Management of Short-term Accommodation at Student Dormitories of I-Shou University by a given deadline.
 - c. University-owned dormitories are closed during summer and winter vacations for maintenance purposes. It is strictly prohibited to enter the dormitory area without permission. Violators will be given a major demerit.
11. Checking in:
 - a. When checking in at the dormitory, residents shall report to the dormitory management office with their student ID cards and collect their room keys.
 - b. After moving into the dormitory, dormitory cadre members shall lead residents to check amenities and property one by one. Residents are not allowed to displace any amenities in their rooms.
 - c. Residents shall complete the check-in process within one week of the first day of school.
12. Check-out process:
 - a. After dormitory superintendents and dormitory cadre members have double-checked the amenities and property together and signed the dorm room property card, residents shall return the room key to the dormitory management office to complete the check-out process.
 - b. Before checking out of the dormitory, residents shall request dormitory superintendents to make an inspection on dormitory amenities and property. Residents shall be held liable for compensation by a given deadline in case of any damage to dormitory amenities or property reported by dormitory superintendents. If a resident fails to pay compensation by a given deadline or is found to have vandalized any amenities or property, he/she will be punished depending on the severity, or the University will notify his/her parents of paying compensation. Residents who have damaged dormitory amenities or property are not

permitted to check out unless they have paid compensation to the University.

13. Dormitory cleanliness and safety:

- a. Residents shall sort and recycle the waste. To keep trash off the ground, they shall take their garbage to garbage trucks or the recycling collection area instead of putting them on the balcony or public areas.
- b. Residents are responsible for cleaning up doors, window glass, walls, floors, the bathroom and amenities in their dorm rooms.
- c. The Office of General Affairs will assign staffers to clean up the dormitory surroundings, public restrooms, and public areas as well as to take care of trees and flowers.
- d. To keep dormitories neat and tidy, the Section will schedule dormitory cleanliness competitions, and residents are obligated to participate and clean their dorm rooms as well.
- e. To maintain the safety of dormitories and to safeguard residents' rights, environmental safety and cleanliness check may be conducted subject to announcement at the end of every semester and during summer and winter vacations.
- f. For the sake of cleanliness, safety, and maintenance of dormitories, dormitory superintendents and staffers-in-charge may enter dorm rooms to take necessary actions if there is any potential violation or emergency, and residents shall cooperate with them.
- g. Residents are not allowed to change circuit, use personal electrical appliances, store illegal and hazardous items, play firecrackers and fireworks, cook, have alcoholic drinks, gamble (including holding gambling apparatus), keep pets, or conduct any actions that are dangerous, illegal, profit-making or threatening public safety. Violators will be punished.

14. Roll call:

- a. Nighttime roll calls are made irregularly by dormitory cadre members under the supervision of the Dean of Student Affairs, the Military Training Director, the section chief of the Section, military training instructors, and the staffer-in-charge.
- b. Dormitory superintendents may conduct a random roll call to ensure that residents have returned to their dorm rooms.
- c. Residents who have missed the roll call will be punished in accordance with the applicable rules, and the University will notify their parents or guardians of the situation.

15. Matters not mentioned herein shall be subject to the Housing Regulations for Dormitory Residents at I-Shou University.

V. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.