

NSYSU Student Dormitory Management Regulations

History of Amendment and Approval:

- 1st Student Affairs Interim Meeting of 1996-Academic Year on 09-01-1997
- 2nd Student Affairs Interim Meeting of 1996-Academic Year on 30-05-1997
- 3rd Student Affairs Meeting of 1998-Academic Year on 06-05-1999
- 5th Student Affairs Meeting of 2000-Academic Year on 15-06-2001
- 3rd Student Affairs Meeting of 2001-Academic Year on 08-01-2002
- 1st Student Affairs Meeting of 2005-Academic Year on 10-01-2006
- 2nd Student Affairs Meeting of 2005-Academic Year on 26-05-2006
- 2nd Student Affairs Meeting of 2008-Academic Year on 06-05-2009
- 2nd Student Affairs Meeting of 2012-Academic Year on 11-06-2013
- 2nd Student Affairs Meeting of 2014-Academic Year on 02-06-2015
- 1st Student Affairs Meeting of 2019-Academic Year on 03-12-2019
- 2nd Student Affairs Meeting of 2019-Academic Year on 24-03-2020
- 1st Student Affairs Meeting of 2020-Academic Year on 27-11-2020

Chapter I General Provisions

- Article 1 The following guidelines are established to impel a better management over student dormitories, improve student's accommodation quality, and achieve the goal of student life education.
- Article 2 School dormitories are provided to students currently enrolled in the University. School dormitories refer to Village Numbers 1, 2, 3 and 4 of Wu Ling Villa Dormitory and Buildings A, B, C, D, E, F, G, H and L of Tsui Heng Villa Dormitory.
- Article 3 The management of student dormitories shall follow these guidelines, unless specified by other regulations.
- Article 4 The Student Affairs Division (hereinafter SA) and Dorm Services Center (hereinafter DSC) under the Office of Student Affairs (hereinafter OSA) shall supervise the management of student dormitories and shall appoint dormitory coordinators to execute the following affairs:
1. Guiding the boarding life of dormitory students following the relevant laws and regulations concerning dormitory accommodation.
 2. Transmitting dormitory-related laws and regulations to students and compiling, analyzing and reporting of the relevant tables and listings on students' boarding life and conduct.
 3. Assisting and guiding the execution of the missions of the Dormitory Self-Governing Committee.
 4. Reporting necessary commendations and disciplinary sanction of student dormitory conduct.
 5. Planning, suggesting, and applying student dormitory safety measures.
 6. Requesting, supervising, and performing acceptance check on the maintenance and repair of dormitory equipment and facilities.
 7. Establishing the regulations for appointing student dormitory supervisors and assigning job duties along with performance evaluations.
- The regulations for appointment of student dormitory supervisors and duties expected shall be prescribed separately.
- Article 5 To regulate the dormitory life, promote dormitory self-governance, strive for dormitory students' benefits, and assist the school in managing the dormitory, the boarding students shall organize a Dormitory Self-

Governing Committee. The Organization Constitution for the Dormitory Self-Governing Committee shall be prescribed separately.

Chapter 2 Dormitory Application and Assignment

Article 6 Students enrolled in the first and second year of the bachelor's program shall have guaranteed accommodation in principle. Assignment of dormitory bed spaces for students in the third year or higher (including graduated institutes) shall be made by random draws.

Article 7 The application for accommodation in the dormitory shall be submitted within the specific time period announced by the University. The procedures are as follows:

1. First year students (bachelor's program): After submission of the accommodation application, the DSC shall coordinate and assign bed spaces; the guaranteed accommodation period is two academic years.
2. Second year students (bachelor's program):
 - (1) Originally boarding students: no application is needed, the DSC shall coordinate with the boarding process.
 - (2) Originally boarding students who have no need for continued accommodation shall apply for dormitory vacating in accordance with the procedures specified in Article 23.
 - (3) New boarding students shall apply for accommodation to the DSC. The DSC shall coordinate and assign bed spaces; the guaranteed accommodation period is one academic year.
3. Other students' accommodation applications shall be coordinated by the DSC based on the available bed spaces and number of the applicants. Should there be more applicants than bed spaces, the assignment of bed spaces shall be made by random draws.

Students in the third year of bachelor's program or the first year of master's program who have been assigned bed spaces via the draw may choose the duration of their accommodation to be 1 or 2 academic years. Students in the fourth year of bachelor's program or second year of master's program who have been assigned bed spaces via the draw have an accommodation duration of one academic year. Students in the doctoral program who have been assigned bed spaces via the draw may be granted an accommodation duration till the fourth year of study. Students in delayed graduation (including those in the fifth year of the bachelor's program or third year of the master's program) and in the fifth year of the doctoral program may apply for accommodation based on the available bed space, each application may be entitled to an accommodation duration of one academic year.

Article 8 If proper reason is provided, the boarding students may apply to change their bed space during the period of the accommodation application. The change only applies to students in the same school program (i.e. undergraduate, masters, and doctoral programs). The DSC shall coordinate the application and enforce the change.

Article 9 All bed spaces in each student dormitory rooms shall be occupied. The DSC may assign new student applicants to the vacant bed spaces; other boarding students sharing the same room shall raise no objection.

Article 10 The student dormitory rooms shall be assigned to students in the priority order as follows:

1. Disabled students, students from offshore islands, indigenous students, overseas Chinese students, international students, and students who hold the low income family certificate issued by township/district office or the certificate of severe sickness.
2. The dormitory bed spaces are assigned to undergraduates per the application for accommodation. If the spaces do not meet the need, the beds shall be assigned in the following order:
 - (1) Freshman students whose registered residence is located out of the original Kaohsiung City (including Kaohsiung County before the merge in 2000).
 - (2) Freshman students whose registered residence is located in Kaohsiung City.
 - (3) Non-freshmen whose registered residence is located in any county/city other than Kaohsiung City (including Kaohsiung County before the merge in 2000).
 - (4) Non-freshmen whose registered residence is located in Kaohsiung City.

The assignment order described above shall be subject to the proximity of the students' residences (the residences shall be registered for more than six months).

3. Assignment of dormitory bed spaces to graduate students shall be made by random draws based on the accommodation area and number of the applicants. If the bed spaces became vacant after any student vacates the dormitory, the spaces shall be reassigned by the DSC.

Article 11 In order to facilitate the assignment and management of the student dormitory, the DSC may divide the student dormitory into **single-sex dormitories and co-ed dormitories**, and, if necessary, further divide it into the dormitory for graduate students and undergraduates.

In order to maintain regularly, the DSC may also divide the dormitories by zones and assign the students of the same grade into the same zone.

Chapter 3 Payment and Accommodation

Article 12 The students approved for housing in the dormitory shall pay the accommodation fees and cash deposit within the time period specified. If any student is not able to pay the accommodation fees within the time limit, he/she should apply for an extension for accommodation fee payment before the deadline.

Article 13 Any boarding student who is reported and verified to be engaging in one of the following circumstances shall be ordered to move out of the dormitory within a given period of time and will be prohibited from applying for dormitories for one semester:

1. Severe cases of letting of bed space, holding up bed spaces, or obstructing others from moving in.
2. Severe cases of gambling, drinking and causing disturbance, and fighting.
3. Severe cases of storing hazardous items or prohibited items.
4. Repeatedly keeping visitors for the night or allowing individuals of the opposite sex into the rooms without permission after being warned by the student dormitory instructor.
5. Repeatedly installing unapproved electrical appliances or cooking in dormitory rooms without permission after being warned by the student dormitory instructor.
6. Keeping a pet in the dormitory, and not changing the behavior after being warned by the student dormitory instructor.
7. Arbitrarily changing the lock on the dorm room door.
8. Lodging in the dormitory without applying for accommodation per the requirement.
9. Threatening the public sanitation, residence tranquility, or public safety and affecting a third party's living quality severely.
10. Intentionally damaging public property in the dormitory.
11. Failing to pay compensation for the intentional damages of public property within the required period of time.
12. Stealing another person's property in the dormitory (the student in subject shall be brought into juridical courts if civil or criminal liability is involved).
13. Setting fire in the dormitory intentionally or negligently (the student in subject shall be brought into judicial authorities' attention if civil or criminal liability is involved).
14. Changing bed spaces without permission from the DSC.
15. Repeatedly violating the non-smoking dormitory regulation after being warned by the student dormitory instructor.
16. Failing to pay the relevant accommodation fees in the boarding semester and failing to pay the fees in full prior to the commencement of the next semester.

Article 14 In order to verify the reported instances of the circumstances mentioned in Article 13, the dormitory instructor may enter the dormitory rooms to conduct inspection among members of the Dormitory Self-Governing Committee.

Article 15 The boarding students who shall receive commendation or disciplinary sanction shall be reported by the dormitory supervisor or instructor to the DSC in accordance with the NSYSU Student Code of

Conduct: Commendation & Disciplinary Sanction Measures.

Article 16 The rules governing the opposite sex's entry into the dormitory are as follow:

1. The student wishing to bring someone of the opposite sex into his/her dormitory room shall seek his/her roommates' approval and register with the dormitory supervisor or dormitory administrator.
2. The student of the opposite sex shall wear the identifiable clothing specified by the DSC when entering the dormitory.

Chapter 4 Accommodation during Summer and Winter Vacations

Article 17 The students who wish to lodge in the dormitory in the duration of summer and winter vacations shall submit the application before the deadline announced by the DSC, and should abide by the dormitory code of conduct set by Article 13.

Article 18 For applicants of the accommodation in the summer and winter vacations (henceforth summer/winter accommodation), graduate students shall stay in the original dormitory; undergraduate students shall be assigned to the beds by sex. The students who are approved for summer/winter accommodation shall pay the fees as required.

Article 19 In consideration of students' needs of accommodation and hosting events, energy-saving strategies, and dormitory repair work during winter and summer vacations, the collective boarding regulations for undergraduate students are as follow:

1. The summer/winter accommodation for undergraduate students adopts the collective boarding management method. Students who apply for summer/winter accommodation shall move to the assigned collective dormitory within the time period specified by the DSC. Students who have not applied for summer/winter accommodation shall thoroughly clean the dormitory room, remove all personal belongings, and empty the dormitory room before moving out.
2. Foreign or overseas students who have not applied for the summer/winter accommodation may organize and pack their personal belongings in boxes and register with the DSC for storage (valuable belongings shall not be stored with DSC; the DSC is not liable for the safekeeping and compensation of damage). The boxes can be picked up prior to the commencement of the new semester.
3. **Students with disabilities should apply for the summer/winter accommodation within the time period specified by the DSC. Should students who occupy barrier-free dormitories have the**

need to leave their belongings in their dorm rooms, the students should submit an application to the DSC prior to the end of the semester. Students who have not submitted the application before the announced deadline shall thoroughly clean the dormitory room and remove all personal belongings within the designated period.

4. The time for moving into collective dormitory for summer/winter accommodation, the specific buildings for collective boarding, and the time for application and pick-up of (overseas of foreign) students' belongings, shall be notified by the DSC in separate announcements.
5. The DSC is not liable for the safekeeping and compensation of damage for any personal item that is not removed from the dormitory room or stored at the DSC designated storage.
6. Any boarding student who is reported and verified to be engaging in the circumstances specified in Article 13 shall be ordered to move out of the dormitory within a given period of time and will be prohibited from applying for dormitories for one semester; he/she will also need to pay any outstanding fee, including accommodation fee, electric fee, or cleaning fee.

Article 20

Other dormitory buildings shall be closed during summer and winter vacations. Except for the dormitory supervisor and maintenance & repair personnel, no one is permitted to enter the dormitory. The school may maintain and repair the bed spaces that are not assigned to the students during the summer/winter vacation and also may utilize them to support relevant activities.

Article 21

The freshmen of the master's or doctoral program may apply for temporary accommodation in the dormitory during summer vacation after the finalized admission list has been announced. The DSC will assign temporary bed spaces according to the vacancies at the time.

Chapter 5 Dormitory Vacating

Article 22

Students who is in any of the following circumstances shall vacate dormitory:

1. Graduation, leave of absence, expulsion, or transfer from the University.
2. Voluntarily withdrawal from the dormitory in accordance with the management regulation.
3. Violating the regulations and being evicted from the dormitory.

4. Terminating the accommodation contract due to other factors or special incidents.

Any freshmen in bachelor's or master's programs who cannot adapt to boarding life is eligible to apply for a voluntary withdrawal within seven days of the move-in date.

Article 23

Departure procedure:

1. Boarding students (1st-2nd year bachelor's program)

- (1) Online application: Student should apply for withdrawal of the next semester's accommodation within DSC's announced period of application.
- (2) Onsite application: The application for withdrawal of the next semester's accommodation should be sent to the DSC in person before the end of the semester.
- (3) Overdue application: Should any student fail to submit the application within the deadlines specified, the student should approach the DSC in person and apply for a case process. If the process is delayed till within 14 days prior to the commencement of the new semester, the student should still pay 1/4 of the accommodation fee before the withdrawal.

2. Students have been assigned bed spaces via the draw:

- (1) First semester accommodation withdrawal application: Applications should be submitted within 14 days of the announcement of the draw results. No fee is charged if the application is submitted before the deadline. If the application is submitted between the 15th day after the announcement of the draw results and 14 days prior to the commencement of the new semester, 1/4 of the accommodation fee should be paid. Should the application of withdrawal be submitted till within 14 days prior to the commencement of the new semester, full accommodation fee should be charged.
- (2) Second semester (and later) accommodation withdrawal application: The procedure abides by the regulations of boarding students specified in the first point of this article.

3. Should any extra cleaning fee incur due to filth and trash from student's room, the student should be responsible for paying the fee.

4. Checking for outstanding payment: The student vacating the dormitory shall attend to the administrative procedure at the dormitory service stations with the Vacating List or "Dormitory Check-in/Vacate/Transfer Form" issued by the DSC, and check for outstanding electric fee for the dormitory room.

If the student is vacating the dormitory due to graduation, the DSC staff should check if the student have cleared all outstanding fees (including accommodation fee, electric fee, and cleaning fee).

5. Return the key and the key fob: after removing personal belongings and cleaning the dormitory room, the student shall return the key and key fob to the staff at the allocated dormitory service station. The staff should remove the students' access into

the dormitory.

Any student who damages public properties should not be able to apply for dormitory vacating before he/she compensates the loss. DSC should check and ensure the outstanding payment is made when processing the withdrawal and vacating procedure.

- Article 24 Refunding regulations
1. The standards for refunding boarding students applying to vacate the dormitory due to graduation, leave of absence, expulsion, or transfer from University are as follows:
 - (1) Those who live in dormitories for less than 1/3 of the semester can be refunded 2/3 of the total accommodation fees.
 - (2) Those who live in dormitories for more than 1/3 but less than 2/3 of the semester can be refunded 1/3 of the total accommodation fees.
 - (3) No accommodation fees will be refunded to those who live in dormitories for over 2/3 of the semester.
 2. Any freshmen in bachelor's or master's programs who apply for a voluntary withdrawal within seven days of the move-in date should pay the accommodation fee by day (fee standards follow the summer/winter vacation short-term accommodation fee).
 3. After the commencement of the courses in the new semester, students shall not be allowed to apply for dormitory vacating with reasons other than graduation, leave of absence, expulsion, or transfer from University.
- Article 25 After completing the vacating procedure, the student shall vacate the dormitory within 3 days.
If the dormitory student fails to vacate from the dormitory within the time period, the dormitory supervisor or military instructor may order the student to vacate the dormitory and report him/her to the DSC.

Chapter 6 Student dormitory equipment and public property

- Article 26 The student dormitory public property is categorized into the property for public use and for personal use, which shall listed by the dormitory supervisor. Any student who uses the property for personal use shall be liable for maintaining the property and shall return the property after vacating from the dormitory. The user shall be liable for the damage caused by any circumstances other than wear and tear. If the public property is damaged due to student misconduct, the co-users shall be liable for the damages. Any student dormitory public property which suffers wear and tear or is out-of-date shall be maintained, improved or supplemented by the Office of General Affairs (OGA) and the DSC.
- Article 27 The network and local calls in the dormitory bedroom shall be requested and used in accordance with the relevant guidelines.
- Article 28 To conduct repair for the facilities or equipment in the student

dormitory, the students shall report the situation through the online form; the OSA or the DSC will process the repair procedure. In the case of emergency, the student may directly call the OGA or the DSC and file the form afterwards the complete the repair procedure.

Article 29 The cleaning of public environment and trimming of garden plants in the student dormitory area shall be handled by the outsourced cleaning staff under supervision of the OGA and the DSC.

Article 30 The water and electricity in the student dormitory shall be supplied by the OGA under the "user charge" principle. The fuel for the boiler in the dormitory shall be supplied by the Office of General Affairs regularly and at fixed quantity. °

Chapter 7 Annex

Article 31 In consideration of the safety in the student dormitory, the SA shall implement the security measures. The Implementation Policy for Security Measures in Student Dormitory shall be prescribed separately.

Article 32 The tendering solicitation, contracting or termination of contract for the restaurant, daily supplier or other service facilities in the student dormitory, if any, shall be handled by the NSYSU Facilities Management Committee in accordance with relevant regulations.

Article 33 These regulations should be practiced after being passed by the Academic Affairs Meeting and approved by NSYSU President. The same procedure applies for future amendments.