Dorm Rules for NTHU

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Article 1 This rule is to define the dormitory right, expense and regulations for student housing, also follow related national law and school regulations in case of any violation.

Article 2 Priority assignment for student housing in the National Tsing Hua University is subject to the order of precedence as follows:

A. Undergraduates
Freshmen, sophomores and foreign juniors have priority in student housing assignment. (When the number of beds falls short, sophomores and foreign juniors have priority to fill in vacancies according to computer draw.)

B. Graduates
Housing is assigned to seniors first, new students second. That is, seniors have priority in dormitory assignment. The Division of Student Housing will adjust the number of beds reserved for new students each year depending on various considerations.

C. Students eligible for priority housing assignment
Priority students will be assigned a vacant spot after completing their student housing application. Priority students include students with disabilities, students from low to mid-level income households (low-income certificate issued by local government must be included in the application), aboriginals, non-Taiwan students (except undergraduate), and all core staff members of the dorms in the academic year. Those include dorm head residents of the previous academic

year, students on school teams and student association members (refer to the guidelines for school team and student association members who have housing assignment priority), and state financed students.

D. Priority students waiting for room vacancy

Housing priority is given to students from low-income households, students with serious illness or mobile disability or those with special condition. Those students should submit documents of proof to the Division of Student Assistance along with the application (i.e., a medical certificate issued by a public hospital). Required documents can be downloaded from the Division of Student Assistance website, and must be signed by the student's homeroom teacher and department chair. Upon the school's permission, these students have housing priority over others on the waiting list.

E. Other Students

Domestic juniors students, seniors, and graduate students who do not have priority will be placed on the waiting list, and housing will be assigned according to computer draw. Priority students who missed the application deadline are subjected to regular wait listing procedures when application re-opens.

F. Students who suspend, withdraw or graduate from school shall move out within 7 days from completion of related procedure. Extension can be granted for formal reason by competent unit or staff relevant to student guidance and counseling affairs with signed and approved document.

Article 3 Student housing residency covers the entire academic year (based on the school schedule), and the first semester of each year starts from September 1 to January 31. The 2nd semester starts from February 1 to June 25. If you want to give up your lodging in the 2nd semester, you must submit an application by December 31 every year. The latest date for evacuation from dormitory is June 25. July 1st to August 30th for the summer vacation. People requiring summer housing must apply and pay housing fees. There will be no refund once payment is made.

Article 4 After being assigned a room number (the Division of Student Housing will draw room numbers once a year), any room change (maximum three changes a year) is subjected to application to and approval by the Division of Student Housing. The first application is free of charge, but subsequent changes will be charged 300NT per application. (There is no refund if you transfer to a dorm with a lower housing rate; the rate difference must be paid if you transfer to a dorm with a higher rate.) You cannot

trade your space with other residents without approval, nor can you allow others to live in your place (including during winter vacation). Violators will be immediate evicted without refund of housing fees, and prohibited from housing application in the following year.

Article 5 Dormitory Bed Deposit, dormitory fee and refund

A. After the announcement of the application in each semester is confirmed (candidates on the standby list will be counted from the date of announcement), applicants who wish to cancel the application will be required to complete the application to Division of Student Housing in two weeks and no need to pay for the next semester accommodation fee. Beyond the above period, the standard of " Dormitory Bed Deposit ", which adopts the advanced withholding are as follows:

   a. Those who apply for cancellation of dormitory beds beyond the deadline until June 30 will deduct one-fifth of the fee according to the standard of the accommodation fees for each semester as the " Dormitory Bed Deposit ".

   b. Those who apply for cancellation of dormitory beds beyond the deadline until July 31 will deduct one-fourth of the fee according to the standard of the accommodation fees for each semester as the " Dormitory Bed Deposit ".

   c. Those who apply for cancellation of dormitory beds beyond the deadline until Aug. 31 (Next semester from Jan. 1 to Jan. 31) will deduct one-third of the fee according to the standard of the accommodation fees for each semester as the " Dormitory Bed Deposit ".

B. Lodging is available from Sep. 1. If the withdrawal is made between Sep. 1 and Sep. 30 (regardless in residence or not), three-fifth of the fee according to the standard of the accommodation fees for each semester as the " Dormitory Bed Deposit and one month’s dormitory fee " will be deducted. If the withdrawal is made after Oct. 1 and before Oct. 31 (regardless in residence or not), four-fifth of the fee according to the standard of the accommodation fees for each semester as the " Dormitory Bed Deposit and two months’ dormitory fee " will be deducted. No refund if withdrawal is made after Nov. 1. Same deduction standard shall be applied for next semester in compliance with the above principle. The " dormitory fee " and "Dormitory Bed Deposit" could be refunded after the Tuition Bill is paid.

C. Short-term lodging can be applied according to personal requirement and bed allocation by Division of Student Housing. Dormitory fee shall be collected in compliance with Housing Rates by Division of Student Housing.

Article 6 Students on the waiting list must pay housing fee in full if receiving a vacancy before February 28, September 30, or July 31 of summer term. Students assigned rooms

after these dates will be charged by monthly rates. (If less than a month, you will be charged for a full month). There are five months in each semester and two months in the summer term (except for those who pay daily rates). No refund for withdrawals. Students from low-income households are exempt; the school will provide free housing. If such students want to live in dorms of higher rate, they must pay the rate difference.

Article 7 Residents must pay a utensil custody fee, and check all dorm property before moving into the dorm. All dorm property must be used with care. If any dorm property is damaged due to mishandling, the resident must reimburse the costs. The utensil custody fee will be refunded to your bank account registered in the Academic Information System. If the refund cannot be executed because your account is not logged in or logged in error, a cheque will be issued by the University and sent by registered mail to your permanent address when registered on household registration in Taiwan. Notice will be sent in case household registration is not available. However, if the refund still cannot be made after all, the refund amount will be temporarily transferred to the school's specific account.

Article 8 In undergraduate dorms, the ceiling lights will be turned off automatically no later than 2:00 am. The time may vary by dorm. The rule does not apply to desk lamps. To ensure safety, residents cannot use air conditioner, refrigerator, electric stove, electric cooker, electric radiator, TV, electric blanket, DVD player, or anything requiring power over than 500 Watts (including 500 Watts) in dormitories (except mobile phones, computer peripherals and hair dryers which can be used in bathrooms, and saloons only)

Article 9 It is forbidden to post advertisement of any kind on windows or in the bathrooms. All residents are responsible for keeping the dorms quiet and clean. Common areas and hallways (any area outside the room) must be cleared of personal items. Items found will be posted on the website and temporarily held by Division of Student Housing. If unclaimed after five working days, residence managers will take photos, make a list, pack and store away the items (without responsibility of custody). Items shall be disposed if unclaimed after one month. Head resident in each dormitory is in charge of storing such items during summer break. Items must be collected within one week after school starts, otherwise they will be disposed.

Article 10 Dangerous objects and illegal drugs are prohibited on the dorm premises, including fuel, arsenic, thallium, MDMA, or amphetamines. Pets are not allowed in the dorms.

Article 11 The dorm military instructor, Division of Student Assistance counselor or dorm administrator may enter and inspect your room accompanied by a head resident (or affiliated teacher or student) if deemed necessary or if there is an emergency and disorder. They will submit written inspection reports to the Office of Student Affairs. Refer to separate guidelines for dormitory inspection procedures, dormitory repair procedures and control access.

Article 12

Residents violating the following regulations will result in point deduction, repeated violations of the same item during the same academic year, point deduction will be doubled.

A. 2.5 points will be deducted for the following violations:

a. If you make too much noise in the dorm and disrupts others' study or sleep.

b. Use of music instruments on the dorm premises after 22:00, such as drums, guitars. Singing loudly is also prohibited.

c. If you do not take out trash in the room or sort the trash, or cause uncleanliness in the living environment.

d. If you post advertisements on windows or in the bathroom.

e. If you keep a pet in your room or feed animals in the dormitory areas.

f. If you leave personal property (e.g., shoes, umbrellas, trash, potted plants) in common areas (e.g., hallway, windows, outside your room.)

g. If you leave the fan on when no one is in the room.

h. If you install locks to your door without permission from the Division of Student Housing.

i. Trade your room with others without following regulation.

j. Have an unregistered visitor during visitor hours or violate regulations of visitor area.

B. 5 points will be deducted for the following violations:

a. Ride motorcycle or drive car into the dorm area without permission.
b. Unauthorized use or installation of electric equipment such as air conditioner, refrigerator, electric stove, electric cooker, electric radiator, TV, electric blanket, DVD player, or anything that requires power over 500 Watts (including 500 Watts) can endanger safety and five points shall be deducted per piece (counted by violated items). These items must be removed from the dormitory premises within two weeks. Hairdryer, cellphone, and computer are allowed. After re-inspection, those who cannot comply will be penalized by deducting points again.
c. Bring any hazardous item into the room.
d. Purposely damage public or private property.
e. Unauthorized use or activity which has safety concerns or disrupts quietness (such as fireworks or firecrackers, campfire, cooking, etc.).
f. Move and occupy public equipment without approval (such as tables and chairs in saloon and study room, and kitchen equipment) or to access public electricity.

C. 10 points will be deducted for the following violation:

a. Gamble, drink, misconduct or fighting in the dorm that violates the school rules, such as fighting.

b. Install cable TV without permission from the Division of Student Housing.

c. Provide dorm space to others to assemble or carry out activities that disrupt the peace and quietness of the dorm without permission from the Division of Student Housing, dorm military instructor, Division of Student Assistance counselors or head resident.

d. Residents who have the right to live in the dorm but do not move in or move out.

e. Smoking on the dormitory premises.

f. Interfere with access control system or surveillance cameras on purpose.

g. Those who occupy other’s bed area without permission.

h. Break into dormitory without permission by Division of Student Housing during dormitory closed period.

D. When a total of 15 points are deducted, the resident will be evicted immediately without utensil custody fee refund. The following cases apply:

a. If you let a non-resident stay overnight without permission from the Division of Student Housing, dorm military instructor or Division of Student Assistance counselors.

b. If you shower with a person of the opposite sex in the dorm bathroom.

c. If you keep a pet or feed animals in the dormitory areas, and are given three warnings.

d. If you transfer your residential right to others or for illegal benefit.

e. If you allow an unauthorized visitor (especially that of the opposite sex) to stay from 12 am to 8 am.

f. Stealing.

g. Violation of Offenses Against Privacy, Taiwan Criminal Law which is caught on the scene (According to Article 88, Code of Criminal Procedure) and shall evacuated from the dormitory within three days.

h. Residents of misconduct such as sexual harassment, bullying or other offences of sexual morality in the dormitory areas, is confirmed through investigation by NTHU Gender Equity Education Committee.

i. Students guilty of sexual assault on the dormitory promises, as confirmed through investigation by NTHU Gender Equity Education Committee, shall receive official injunction to evacuate from the dormitory. Resident evicted for this reason will be permanently prohibited from applying for housing.

j. Running business by means of dorm resource without application approved by school.

k. Violation of provisions stipulated Ministry of Education for network application.

All the listed violations will be investigated according to motive, background and so on, and after the Division of Student Assistance reports to Dean of Office of Student Affairs to make ratification, penalties may be implemented as public service or student counseling.

Article 13 Residents who enter and stay in the dormitory without permission by Division of Student Housing will have to immediately move out after inspection resulted in true and pay the fee. In addition, no application is allowed during school period.

Article 14 To encourage proactive participation in helping and maintaining dorm safety, order, neatness, and public service, the Division of Student Housing, Dormitory military instructor and Division of Student Assistance counselor will report and reward the following deeds:

A. Voluntarily maintain, protect, and make specific contribution to dormitory order and public safety.

B. Voluntarily maintain, protect, and make specific contribution to keep the dormitory environment neat and clean.

C. Voluntarily make specific contribution to prevent illegal events.

D. Voluntarily organize dorm activities and public affairs.

E. Other deeds that are beneficial to the dorm.

Residents who have made such contributions and have no records of campus rule violation in the academic year have priority right to room assignment for the next semester if being recognized by the head resident conference. The number of such residents will be decided by the Division of Student Housing and enacted by the Division of Student Assistance. (At most ten residents. Others will receive citation or commendation for achievement on their student conduct records.)

Article 15

A. Point deductions are implemented by dormitory military instructor, Division of Student Assistance counselor, Division of Student Housing officer and head resident. For those whose points had been deducted, they may appeal according to the “National Tsing Hua University Implementation Guidelines for Reinstatement of Deducted Points.”

B. In one academic year, if a resident has been penalized by deducting more than 10 points (including 10), he/she will be disqualified for housing in the next semester. Those who already have 10 points deducted but continue to violate dorm regulations will have to move out in two weeks once deduction reaches 15 points,

and no refund will be issued (included utensil custody fee). Moreover, his/her right to apply for housing in the next academic year will be cancelled. A resident who has reached a deduction of 15 points (including 15) and fails to get approval to remove deduction can postpone the penalty of eviction if he/she signs a letter of guarantee and performs volunteer service at school four hours per week until the semester ends. However, an immediate eviction will be executed if he/she fails any of the above requirements or violates dorm regulations again.

C. Those who violate the rules on the dorm premises will be given major demerit, and lose housing right permanently.

D.5~15 points will be deducted according to case status if epidemic prevention regulations are violated.

Article 16 Rules for receiving visitors

A. Visitor hours: Male dormitory's visiting hours are from 8:00 am to 12:00 am; female dormitory's visiting hours are from 8:00 am to 5:00 pm. Visitation at times other than these hours, and not permitted by dorm military instructor or Division of Student Assistance counselor, or the administrators will result in 5-15 point deduction.

B. Visitors must register online on the Student Housing Division website or register with an ID card in person at service center. Meeting area is limited to the lounge of each building (exceptions include move-out and special permission by Division of Student Assistance counselor, dormitory administrator or approval by all roommates).

C. Violators and those allowing a person of the opposite sex to stay in the dorm over night or take a shower in the bathroom will result in point deduction and their parents will be informed. In special circumstances, the head resident may inform the dorm military instructor, Division of Student Assistance counselor or the Division of Student Housing, and then the guest can wash up in a designated area.

Article 17 If a resident fails to pay for housing and ignores the school’s requests for payment, he/she must move out and pay the expenses according to the school rules.

Article 18 Residents can add their own rules through resident meetings if the rules do not violate the Dorm Rules. The new rules will be proposed to the Division of Student Housing and the Division of Student Assistance.

Article 19 Move-out regulations:

A. When moving out or transferring to another room, you must abide to the Checkout Rules of each building listed by the Division of Student Housing. All dorm properties must be returned, and the room shall be restored to its original state. If using fraudulent information and photo to check out, no utensil custody fee will be refunded, and the tutor (professor) will be notified. Residents who are involved in serious fraud will be reported to the Division of Student Assistance according to school rules.

B. Residents must move out by the announced move-out date when the academic year ends (Basically Jan. 31 for 1st semester and Jun. 25 for 2nd semester). If you do not move out in time, the utensil custody fee will not be refunded, the dorm military instructor and Division of Student Assistance counselor may move your personal property to the storage, and they are not responsible for your property's safety. You must pay NT$100 per day for storage. If you do not collect your property within a week, your property will be disposed. Furthermore, your right to live in the dorm the following semester will be cancelled, and the Division of Student Housing will penalize you according to the school rules.

C. When borrowing a handcart from the service center, residents must use their student ID card, national health insurance card, driver's license, or other form of identification. The handcart must be returned on the same day. Over-time will result in a fine of NT$500 per day, which will be deducted from the utensil custody fee. If unreturned for more than two days, the NT$1000 utensil custody fee will not be refunded.

Article 20 Applicants of special quiet rooms should check the Division of Student Housing announcements for room assignment.

Article 21 These rules are proposed by the Dormitory Administrative Committee to the Committee of Student Affairs. Any modification of the regulations shall be carried out according to proper procedures.