

Autonomy Regulations for Student Houses of National Tsing-Hua University

Revised and Adopted by the Committee of Student Affairs on Dec 3, 2002
Revised and Adopted by the Committee of Student Affairs on Dec 10, 2008
Revised and Adopted by the Committee of Student Affairs on June 13, 2013
Revised and Adopted by the Committee of Student Affairs on Dec 18, 2013
Revised and Adopted by the Committee of Student Affairs on June 26, 2014
Revised and Adopted by the Committee of Student Affairs on May 14, 2015
Revised and Adopted by the Committee of Student Affairs on June 1, 2018
Revised and Adopted by the Committee of Student Affairs on May 27, 2019
Revised and Adopted by the Committee of Student Affairs on Dec 18, 2020
Revised and Adopted by the Committee of Student Affairs on May 28, 2021

Foreword and Aim

Article 1: The regulations are divided into three chapters. The first chapter stipulates school-wide general rules and related matters of dormitory head resident joint conference. The second chapter stipulates selections and related matters of dormitory autonomous staff. The third chapter stipulates selections and related matters of vice-head residents and floor commissioners.

Article 2: The aim is to develop student autonomy, protect benefits for student's dormitories and promote regular dormitory life.

Chapter 1: General Rule

Article 3: Every organization established by the regulation is guided and operated by The Student Housing Office.

Article 4: The school designates a head-resident for each dormitory. The head resident may add a number of vice-head residents and floor resident assistants depending on the number of residents and other service needs, but the numbers are not allowed to surpass the numbers that The Dormitory Administrative Committee has checked and ratified (see the attached table).

Article 5: Head Resident's Duty

The head resident is responsible for managing and examining the work of vice-head resident and floor commissioners. Also, the head resident publicly represents the delegate for all the boarders, and is responsible for conveying boarders' opinions to the school; Internally the head resident is the person in charge of Students' dormitory autonomous staff, and has the duty and right of supervising and urging the execution of dormitory affairs.

Regular Duties are as follows:

- A. Supervise the execution of work by the Students' dormitory autonomous staff.
- B. Handle and react boarders' opinions.
- C. Handle and notify emergency in the front line.
- D. Communicate with correlated staff and members.
- E. The work of the co-administrator includes:
 - a. Maintain the cleanness of dormitory environment.
 - b. Management and maintenance of facilities in the dormitories.
- F. Management and maintenance of the refrigerators in the public areas.
- G. Management of the use of the study center and conference room.
- H. Offer service time for boarders and announced by the head resident, so as to fulfill the dormitory duty.

Routine Procedure includes:

- A. Hold the next election of head resident.
- B. Summon the committee of the Students' dormitory autonomous staff.
- C. Summon the committee of boarders in the beginning of each semester, and discussing the rules of dormitory life and conveying boarders' problems on the quality of accommodation.
- D. Attend the committee of head resident of the student houses.
- E. Evaluate the efficiency of execution of the Students' dormitory autonomous staff of each level.
- F. Take charge of conveying school's measures and rules to the boarders. When someone Disobeys the school or dormitory regulations, the head resident is able to inform school to handle the disobedience according to school regulations. When someone has specific good deeds, the head resident is able to inform school as an exclusive case and apply for rewards.
- G. Regularly proclaim the detail ledger of revenue and expenditure of dormitory.
- H. Announce the distribution of boarders' rooms, and the distribution is based on the design of the Student Housing Office and is coordinated by the instructors and head residents.
- I. Maintain safety and order in the dormitory, mediating boarders' disputes, and informing them to the related school division.
- J. Assist checking out the dormitory property at the beginning and the end of the semesters.
- K. Participating cadre members' training programs on dormitory education.

Article 6: A head resident possesses the rights as below:

- A. Over the term, reduce accommodation fees and air conditioning fees at the dorm (the amount reduced may not exceed NT\$40,000, with the difference to be made up).
- B. Head resident is able to apply for an office in the dormitory from the Student Housing Office according to needs of work.
- C. Take charge of the employment and discharge of vice-head resident and floor commissioner.
- D. Possess the superiority of distribution of dormitory accommodation in the next school session. (Excluded Single Rooms, Quiet Rooms of undergraduate students on the main campus and suites of Nanda Campus. Please apply above-mentioned rooms according to dormitory regulations)

Article 7: Vice-Head Resident's Duty.

Managing and evaluating each floor commissioner and supporting staff, and assisting head resident.

- A. Regular Duties are as follows:
 - a. Assist supervision of the execution of work by the Students' dormitory autonomous staff.
 - b. Handle and react boarders' opinions.
 - c. Handle and notify emergency in the front line.
 - d. Communicate with correlated staff and members.
 - e. Temporary required business from head resident.
 - f. Offer service time for boarders and announced by the head resident, so as to fulfill the dormitory duty.
- B. Routine Procedure:
 - a. Take charge of the distribution of activity design and supervising the execution.
 - b. Assist holding the elections of head resident and floor commissioner.

- c. Attend the meeting of the student dormitory autonomous staff on behalf of the head resident.
- d. Attend the committee of boarders.
- e. Assist evaluating the efficiency of execution of the Students' dormitory autonomous staff of each level.
- f. Assist the head resident to complete an inventory of property at the dormitory before checkin or checkout at the beginning and end of the semester.
- g. Participating cadre members' training programs on dormitory education.

Article 8: Vice-head resident possesses the rights as below:

- A. Over the term, reduce accommodation fees and air conditioning fees at the dorm (the amount reduced may not exceed NT\$27,000, with the difference to be made up).
- B. Possessing superiority of distribution of dormitory accommodation during the term of service. (Excluded Single Rooms, Quiet Rooms of undergraduate students on the main campus and suites of Nanda Campus. Please apply above-mentioned rooms according to dormitory regulations)

Article 9: Floor Commissioner's Duty.

- A. Assist head resident and vice-head resident.
- B. Handle all the matters of the floor (such as cleaning, maintaining peace and order, etc.).
- C. Convey the boarders' opinions and conducting matters.
- D. Inform matters (such as about repair, safety, cleanness, etc.)
- E. Attend the meeting of the student dormitory autonomous staff on behalf of the head resident.
- F. Attend the committee of boarders.
- G. Assist head resident and vice-head resident to hold activities (such as election, greeting new arrivals, flee marker, recycling, survey receiving, etc.).
- H. Assist the head resident to complete an inventory of property at the dormitory before checkin or checkout at the beginning and end of the semester.
- I. Participating cadre members' training programs on dormitory education.

Article 10: Floor commissioner possesses the rights as below:

Possess superiority of dormitory accommodation during the term of service. (Excluded Single Rooms, Quiet Rooms of undergraduate students on the main campus and suites of Nanda Campus. Please apply above-mentioned rooms according to dormitory regulations)

Article 11: After the staff fulfill the required terms of service, the instructors can inform school and apply for their rewards according to their performance audit. During the term of service if there is any specific contribution, the instructors can exclusively apply for their rewards at any time.

Article 12: The joint committee of head residents is constituted of all the boarders. The convener and vice convener are selected by the recommendation of all the boarders, but the convener and vice convener must be different genders or delegated by the Student Housing Center.

Article 13: The joint committee of head residents must be held at least once a month. The committee can invite the director of the Center of General Service and related officers of the school to attend and discuss relative dormitory business and bring forth relative Suggestion to the school.

Article 14: If there is any important change of the following methods of management, the Office of Student Affairs has to inform the joint committee of head residents in written form before two weeks of formal conclusion on change:

- A. The deliberation and revision of the student housing counseling rules.
- B. The deliberation and revision of dormitory distribution, fee charges, and management.
- C. Important construction project.
- D. The deliberation of other matters of dormitory management.

Article 15: The functions of the joint committee of head residents are as follows:

- A. Bring forth related Suggestion of school houses business and send it to the dormitory administrative committee for determination.
- B. Take charge of consumption benefits and entertainment facilities in the dormitory areas.
- C. Timely convey boarders' problems to the school.
- D. Coordinate with general affairs of dormitories.
- E. Elect the student's representative of the dormitory administrative committee.

Article 16: The election of head residents is held in December, and hand over is during the alternation of the first semester and the second.

Chapter 2: Selection of the Student's Dormitory Autonomous Staff and Related Matters.

Article 17: Every dormitory is delegated with one head-resident, who shall serve for a term of one year, and may serve consecutive terms if re-elected.

Article 18: Current dorm residents (except for those who are going to graduate in this academic year) can sign up to run for the role of head-resident. If there are no volunteers, more than 10 residents are needed to recommend others. The head-resident will be voted for by dorm residents. Tied candidates will have to draw lots. The election process includes announcement, registration, paper work and voting process, etc., are held by the present head-resident. The candidates are prohibited from participating in the election processes. Violators will be disqualified from the selection. If the present president of dorm is one of the candidates, then all candidates will have to assign one resident together to be in charge of the election.

Article 19: If a president of dorm fails to fulfill the required duties, a recall vote can be initiated by countersignatures of one tenth of the residents. Then all residents will vote under the supervision of a dorm instructor. The president of dorm will be removed from the position if the recall votes pass half of total votes. In this case, a reelection for a new president of dorm will be held. A president of dorm or a dorm staff shall not serve as a dormitory autonomous staff and will also be removed from their posts during study program if they violate dorm regulations and have penalty points of 10 or more than 10 points. If the president of a dorm is recalled or removed from the position within three months from the date of assumption, a reelection should be held; if the president of a dorm had been on duty for more than three months, the position should be taken over by the Vice-Head Resident or be appointed by Housing Division.

Chapter 3: The Selection of Vice-Head Residents and Floor commissioners and Related Rules

Article 20: The Selection of Vice-Head Resident:

- A. Appointment and discharge: executed by Head Resident. (Priority of housing shall be cancelled and evacuate from the allocated housing bed for Vice-Head Resident from the date of discharge).
- B. Term: the term of service is the same as head resident.

Article 21: The Selection of Floor Commissioners.

- A. Appointment and discharge: executed by Head Resident. (Priority of housing shall be cancelled and evacuate from the allocated housing bed for Vice-Head Resident from the date of discharge).
- B. Term: the term of service is the same as head resident.

Article 22: The regulations are adopted according to amendments brought forth by the joint committee of head residents, be examined by dormitory administrative committee and adopted by the committee of student affairs after being approved.