4. Procedures for Service to Students who Live Off-Campus

1. These procedures were established to provide students who live off-campus with rental information and safe off-campus housing guidance, to ensure their legal rights, to strengthen their relationships, and further raise the image of university by spreading the university motto of "Honesty, Sincerity, Humility, Determination".

2. The service recipients stated in these procedures exclude students who live on campus, at home, at relative's or friend's house.

3. The Student Affairs Division shall establish a system for recording visits and timely updating of students' basic information.

4. The Student Affairs Division shall collect rental information and set up a webpage as a complete rental reference for students

   1. Relevant rental laws and regulations
   2. Sample rental agreement (Ming Chuan University- Off-campus Housing Lease Agreement)
   3. Notice of signing the tenancy contract ((Ming Chuan University- Notices of Off-campus Housing Lease Agreement)
   4. Relevant information regarding price negotiation
   5. Keep records of student housing problems with specific people of interest, event, time, and place.
   6. A list of students' safety concerns
   7. Analysis and actions taken for resolving rental disputes
   8. Assign members of Conflict Resolution Committee to groups
   9. Establish a system for organizing students' basic information
   10. Collect and provide off-campus housing information
   11. Q & A
   12. Announcements
   13. Message board for discussion

5. Records of visits to students live in off-campus accommodations will be executed as follows:

   1. Check on student's relationship with roommate(s), interaction with his or her landlord and the environmental hygiene conditions. Provide assistance and collect other suggestions from students or landlords.

2. Analyze the visit results for the university's reference.

3. Procedures:

    1. Regular visits: In both the 1st and 2nd semester of the academic year, the visits will be conducted in coordination with student's and landlord's available time. Visitors comprise the counseling drillmaster of each Department/School, administrative staff of Student Affairs Division, class advisor and class cohort contacts.

    2. Irregular visits: When accidents raise safety concerns, the counseling drillmaster of each Department/School, class advisor and class cohort contacts shall take action immediately.

    3. To improve students' living conditions, visitors will instruct students to report the deficiencies to their landlord or housing center; follow-up inspections regarding the deficiencies will be recorded.

    4. Any student who has safety concerns about rental accommodations or has any rental conflict will be advised to change accommodations. The responsible visitor will contact his or her parents and class advisor for further assistance.

    5. If any student is found to be depressed or have deviant behaviors during the visit, this should be reported to the Student Advising Section immediately.

    6. Visitors must contact and coordinate with the student and his or her landlord before visiting.

    7. Visit records are to be submitted to the Student Advising Section.

6. Each class shall assign a class cohort contact to coordinate matters regarding off-campus life; he or she will act as a bridge among the Off-campus and Overseas Student Service Section, the class advisor and students living off-campus. Nominating procedures and training workshops will proceed as follows:

    1. In the second week of the first semester every year, each candidate nominated in class meetings will be sent to the Off-campus and Overseas Student Service Section for processing.

    2. Workshops shall be held on both Taipei campus and Taoyuan campus in October every year.

    3. A neighborhood community network will be established through grouping class cohort contacts.

    4. During the workshops, the Section will explain the purpose of assigning class cohort contacts, their responsibilities and contact information.

7. To strengthen students' ability of handling crisis and safety maintenance, the Student Affairs Division shall hold Off-Campus Life Safety Workshops in accordance with the following procedures.

    1. Workshops shall be held both on Taipei campus and Taoyuan campus in November every year.

    2. The Division shall invite professionals from police administration to speak at the workshops/seminars.

3. The workshops are targeted for class cohort contacts; however, other students living off-campus may also sign up for the workshops.

8. The Student Affair Division shall hold workshops to strengthen the interactive relationships among landlords, neighbors and students.

9. The Student Affairs Division shall hold activities or parties for students who live off-campus to reinforce their relationships.

10. The administrative units and the students living off-campus have established a neighborhood community network to resolve rental disputes, provide financial aid, safeguard off-campus life safety, and assist in resolving accidents or other difficulties.

11. Housing Service Club is established to assist in promoting rental affairs and activities.

12. The university holds Workshop for Life Off-Campus every year; TSUEI MA MA Foundation for Housing and Community Service is also regularly invited to hold workshops for students.

13. The University has set up a Conflict Resolution Committee, comprised of Law School, Student Affairs Division (Military Training Office, Student Advising Section, Student Affairs Section), to mainly assist in resolving rental disputes between students and landlords.

14. Applications for funds are implemented in accordance with the annual budget plan.

15. Faculty members who make specific contributions in promoting off-campus life affairs will be awarded in accordance with relevant regulations.

16. Upon being approved at the Administrative Council Meeting and approved by the president, these guidelines were implemented. Any revision must follow the same procedure.