

# Ming Chuan University Procedures for Managing Student Dormitories

Revision passed at the Student Affairs Committee Meeting on May 17, 2007

Revision passed at the Student Affairs Committee Meeting on June 16, 2011

Revision passed at the Student Affairs Committee Meeting on June 21, 2012

Revision passed at Expanded Administrative Council Meeting on October 27, 2014

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Article 1. Objective: To create a positive, safe, and orderly study environment conducive to studying.

Article 2. Administrative Units:

1. The Student Affairs Division manages the dormitory, making administrative arrangements and providing advising services for students living in the dormitories.
2. The General Affairs Division manages dormitory finances, facilities, water, electricity, and maintenance, and creates a pleasant physical environment around the dormitory buildings. This Division is also responsible for receiving and refunding dormitory fees.
3. Human Resources Division manages Dormitory Superintendent's employment, promotions, and evaluations.

Article 3. Application for Dormitories, and Moving In and Out

1. Returning students must get a dormitory application from the Housing Service Section and apply one month before the final examinations in the second semester. If approval is granted, students may move into the dormitory three days before the next semester starts.
2. New students who have received a letter of acceptance from this institution may apply online to live in the dormitory. After lots are drawn by computer, students may go online to find out the results. Students whose names have been drawn may print out the fee invoice along with the Letter of Guaranty and pay the fees at the designated bank. The receipt, Letter of Guaranty, and three 2-inch photos must be submitted when occupant moves into the dormitory.
3. In principal, the dormitory is reserved for first-year students, but returning students may apply, and students who fit the following conditions receiving preference.
  - (1) Have served as a Dormitory Self-governance Official and whose have shown excellent service.
  - (2) Have participated in volunteer activities in the dormitory in the past year and who have excellent grades and have been recognized for their accomplishments by the university.
  - (3) Have a physical disability. (Certifying document should be attached)
  - (4) International students, overseas Chinese students or students from Jinmen, Matzu, or Penghu Islands (certifying document is required) can stay in a university dormitory for a maximum of 2 academic years (First and second academic years for undergraduate students, first academic year

for graduate students). International and overseas Chinese students admitted before academic year 2010-11 may continue their tenancy in the dormitory to up to 4 years if they pass the evaluation of the university (volunteer service hours and violation records). Students who meet the above requirements but give up the right to stay in the dormitory for the following year are required to submit a certificate or state their reasons in a written report for approval within the last 2 weeks of the second semester of the current year.

(5) Possess documentation showing they come from families in difficult financial circumstances. (Students with below average household income are required to pass the review of volunteer work service hours and violation records for continuing tenancy.)

(6) Have received approval from the president due to special circumstances. If there are any other vacancies, returning students may apply according to application procedures.

(7) Returning residents are required to provide voluntary service records, any violation records and records of any outstanding performance as reference for qualification review by the review committee. If the number of available beds exceeds the number of applicants, returning students will be given priority in accordance with the application sequence.

4. If the number of applicants exceeds the number of available beds, students who meet the following criteria will be given priority.

(1) Have a physical disability. (Certifying document should be attached)

(2) Possess documentation showing they are Overseas Chinese or students from Jinmen, Matzu, or Penghu islands. (Documentation must be provided.)

(3) Possess documentation showing they come from families in difficult financial circumstances. (Proof of below average household income)

(4) Have received approval from the president due to special circumstances.

(5) First-year domestic students who have completed the application procedure and whose names are drawn in the lot-drawing.

(6) Dormitory residents who are staying in the dormitory for the first academic year are required to complete 16 or more hours of volunteer work in the dormitory every semester. In order to combine the implementation of Service-Learning, the volunteer service hours can be certified as Service-Learning hours (2 hours of dorm service can be certified as 1 Service-Learning hour). Up to 8 such Service- Learning hours may be credited per semester.

5. Students from Taipei City or New Taipei City who are studying on the Taipei campus and students from Taoyuan City or County who are studying on the Taoyuan campus are not eligible to live in the dormitory unless there are vacancies or they have special reasons. Applications must be processed as special cases.

6. Students who have been broken important dormitory rules for three times or who have been expelled from the dormitory for breaking dormitory rules will not be eligible to apply.

7. Those who violate "Ming Chuan University On-campus Student Dormitory Regulations" and accumulate 5 points of violation will be ineligible to reserve dorm space for the following semester;

- those who receive 8 points of violation will be expelled from the dormitory.
8. Students who have received permission to enter the dormitory must pay dormitory fees when they register for classes, take the receipt of fee payment and register with the Dormitory Superintendent, and take possession of their assigned beds within three days. Students who are late in following these procedures will give up their right to live in the dormitory, and dormitory fees already paid will not be refunded.
  9. Students who have been approved to enter the dormitory must sign a contract stating they will live in the dormitory for one academic year. Unless students take study leave, withdraw from school, or catch a contagious disease, students are not allowed to vacate dormitory. An exception will also be made for students whose parents move into the city or county in which the dormitory is located. Students who move out without permission will be dealt with related regulations and dormitory fees will not be refunded.
  10. Students who have been approved to enter the dormitory must sign a contract stating they will live in the dormitory for one year. Students will be allowed to vacate the dormitory only under the following circumstances:
    - (1) take study leave, withdraw from school, transfer to other university or are expelled from the university
    - (2) graduate from university.
    - (3) are expelled from the dormitory
    - (4) whose parents move into the city or county in which the dormitory is located
    - (5) are diagnosed with infectious disease, cardiovascular disease, mental disease or other serious illness, yet have a doctor's certificate that they are suited for community living, are not restricted.
  11. Any student who wishes to vacate the dormitory is required to file a report and attach relevant documents (such as study leave certificate and household registry); after being signed by the Dormitory Self-governance Organization, Dormitory Superintendent, parents and responsible person and approved by Student Affairs Division, the student may move out and receive any refund due in accordance with regulations.
  12. Students who have received permission to live in the dormitory may not allow lend their bed for others to use.
  13. Students must take all their belongings with them when the dormitory closes for summer and winter vacations. The university is not responsible for any valuables left behind. fashion as regular students.
  14. Students living in the dormitory who graduate before the semester ends may continue living in the dormitory until the end of the semester. They will be dealt with in the same.
  15. Students who have quit school, taken study leave, or who have been permitted to leave the dormitory for some other reason must report to the Dormitory Self- governance Organization and the Dormitory Superintendent within three days. After students have cleaned their rooms, and it

has been ascertained that nothing is missing, students may move out.

16. The student representative of the dormitory room take inventory in the room one week before the semester ends, and if anything is damaged or missing, the dormitory manager must be contacted. Compensation must be paid to the dormitory manager and a final inspection must be made before students are able to leave the dormitory.
17. Students must complete procedures for leaving the dormitory and move out within three days of the last day of the semester.

#### Article 4 Standards regarding fees and refunds

1. In accordance with Ministry of Education regulations, students must pay their dormitory fees in one lump sum on the day of registration.
2. Procedures for paying dormitory fees will be announced the day application for dormitory is received.
3. Students who quit school, take study leave, or for leave the dormitory for any other authorized reason may submit the appropriate documentation and apply for a refund in the Accounting Division.
4. In accordance with Ministry of Education regulations, students who apply for a fee refund from the beginning of the semester to the sixth week of the semester will be refunded two thirds of their fees, and from the seventh week to the twelve week, one third of their fees. Applications for refunds after the thirteenth week of the semester will not be honored.
5. Students with a Certificate of Below Average Household Income can live in the dormitory. Students with a Certificate of Low Household Income (four-person or six-person occupancy only) can live in the dormitory for free after being approved by the university. Students with a Certificate of Below Average Household Income will be given priority for dormitory space. Such students must apply at the Housing Service Section of Student Affairs Division or Taoyuan Student Affairs Section before the dormitory lottery day; late applications will not be accepted.
6. Upon move-in, all residents are required to pay a cleaning deposit of NTD 500, and NTD 500 card and key deposit, NTD 1000 in total. Providing all is in order, the deposit will be returned without interest upon move-out. For off-campus dormitories, the deposit will be dealt with in accordance with the regulations of each dorm.

#### Article 5 Rules for Living in the Dormitories

1. Rest Time:
  - (1) The main lights will go out at 11 pm, but students may use the lights on their desks as they wish. Lights must be turned off when not in use.
  - (2) Curfew and lights out in the quiet area is at 23:00.
2. Duties:
  - (1) Students must tidy and clean the dormitory room every morning after getting up.

(2) Placing of articles:

- a. Articles in the closet should be tidied.
- b. Books and stationery should be put in order on the shelves, and all remaining articles should be put in the locker.
- c. The placement of all other articles will be decided by the Dormitory Superintendent.
- d. Article placement in the dormitory should follow principles of not interfering in the security of the dormitory, and tidiness without damaging public property. Changes in the location of articles may only be made with the approval of self-governance officers.
- e. Dangerous, prohibited, or unsanitary items should not be kept in the dormitory.

(3) The environment inside and outside dormitory rooms.

- a. The dormitory room leaders will arrange duty days and work responsibilities and take responsibility for ensuring floors, walls, doors and windows are kept tidy.
- b. Various kinds of cleaning duties must be performed before inspection.

(4) Students who are found to be doing a good job in their personal duties through regular and irregular inspections will be cited with one Recognition.

(5) The room leader (floor leader) of the men's and women's dormitories that receives the first place for duty competition will receive two Recognitions and the roommates one Recognition.

3. Staying off campus:

(1) Students who stay off campus must notify the Dormitory Room Leader, report to the Dormitory Superintendent, and voluntarily notify their parents or guardians. In some cases, the dormitory manager may notify a student's parents or guardian concerning the number of days the student has been absent from the dormitory.

(2) Students who apply to stay off campus for over three days (not including days spent in their homes), must submit the attached Safety Pledge for Students Staying Off Campus and voluntarily notify their parents or guardians.

(3) Students who stay off campus for over six weeks (not including time spent at home) will lose priority to live in the dormitory the following semester.

4. Maintenance and requisition of dormitory equipment:

(1) Dormitory repair:

General laborers under the General Affairs Division will be responsible for repairing dormitory utilities and equipment every morning and afternoon at a specified time. If any damage is found in the dormitory, students may register the problem in the notebook at the reception desk on the second floor. Dormitory Superintendent should request the Construction and Building Section in the General Affairs Division to perform repairs.

(2) Hot water for showers:

- a. Hot water for showers will be provided in the dormitory from 7 am to 9 am and 6:00 pm to 12:00 am. Hot water will be provided in the dormitory for a total of eight hours. Times will be adjusted during winter and summer vacations.

- b. The hot water supply should be adjusted by the responsible person at the General Affairs Division.

(3) Air conditioning:

Air conditioning in the dormitory will be provided for a fee. The prepaid air conditioning card may be purchased at the General Affairs Division to be used by individual rooms.

5. Officer duties and responsibilities:

(1) President

1. Assist dormitory supervisor with dormitory management.
2. Supervise floor leader to implement all duties.
3. Implement and supervise all activities held in the dormitory.
4. Supervise the sanitation of public areas.
5. Supervise roll-call implementation at 23:00 every night.
6. Review residents' rooms as they vacate the dormitory.
7. Other tasks as assigned.

(2) Vice president

1. Assist president and dormitory supervisor with dormitory management.
2. Supervise floor leader to implement all duties.
3. Implement and supervise all activities held in the dormitory.
4. Supervise the sanitation of public areas.
5. Assist president to supervise roll-call at 23:00 every night.
6. Other tasks as assigned.

(3) Self-governance Officers

1. Implementation of all dormitory activities.
2. Responsible to maintain order on their floor and the sanitation of public areas.
3. Take roll-call at 23:00 every night.
4. Check public facilities and report to dormitory supervisor when any facility is out of use.
5. Other tasks as assigned.

(4) Rights of officers

1. The chairperson of dormitory affairs will evaluate the officers who have completed their term of service and those who are approved can receive the priority to live in the student dormitory for the next semester.
2. Officers who have been relieved of their duties by the university or who have quit will no longer have the right to reserve dorm space for the following semester.

6. General Rules:

- (1) Students are responsible for all articles they are issued and for dormitory facilities after they move in. Students must pay for any losses or damage to university property.
- (2) Do not hang clothes or post pictures on the walls of the bedroom.
- (3) Students should not keep others' room keys.

(4) Volunteers: Residents who wish to return to the dormitory for the second academic year or above are required to serve as volunteers for 16 or more hours every semester and are responsible for the following tasks:

1. Front table shifts: 7AM to 12AM
2. Assist with cleaning tasks.
3. Assist with dormitory activities.

(5) Students who commit the following infractions will be dealt in accordance with Ming Chuan University's Merit and Demerit Procedures

1. Guests who visit dormitory residents must meet with residents in the common room, not in the dormitory rooms. Parents and guardians who wish to inspect the dormitory rooms must first receive permission from the Dormitory Superintendent.
2. Visitors, family members or friends are not allowed to stay overnight in the dormitory.
3. Residents are requested to return to the dormitory by 23:00. Curfew will be implemented by the Dormitory Superintendent.
4. Prohibited, dangerous, or unsanitary articles, as well as articles that block access to other persons' belongings are prohibited. This includes alcoholic beverage, televisions, karaoke machines, video games, irons, electric pots, electric stoves, and so on.
5. Students should keep the dormitory quiet and avoid talking or laughing in a loud voice.
6. It is prohibited to hang blankets or clothing on the balcony, in the dormitory entrance, or on the outside wall of the dormitory.
7. After the lights go out, it is not permitted to talk on the telephone, watch television, or interrupt others' sleep in any way.
8. It is not permitted to burn candles or other articles, or to cook food in the dormitory.
9. It is prohibited to fight, argue, drink alcohol, gamble, or otherwise cause a disturbance in the dormitory.
10. It is not permitted to keep pets or any other kinds of animals in the dormitory.
11. Students must participate in all activities put on by the dormitory.
12. Smoking is prohibited.
13. It is strictly prohibited to throw away any articles that dirties or damages the toilet, shower or other facilities.

Article 6. Evaluations, and Awards and Punishments.

Students are evaluated separately by the drillmaster and Dormitory Superintendent. Thus, students who break dormitory rules will be dealt with according to the following rules which supplement the Ming Chuan University's Student Merit and Demerit Procedures.

1. Students who commit the following infractions will be dealt with according to Article Subparagraph 11 of Ming Chuan University's Student Merit and Demerit Procedures. Students will be given one or two Reprimands and then students' parents will be informed.

- (1) Have resigned from their positions as Dormitory Self-governance Officers without proper reason or authorization.
  - (2) Have not attended dormitory meetings or have not attended meetings as Dormitory Self-governance Officers.
  - (3) Have not attended to their domestic responsibilities, and who have been warned three times, and who still have not changed their behavior.
  - (4) Students who do not follow regulations concerning hanging clothing out to dry.
  - (5) Students who watch television after the lights have been turned out.
  - (6) Non-residents who enter the dormitory.
  - (7) Students who talk in a loud voice in the dormitory rooms and disturb others.
  - (8) Students who stay off campus without permission.
  - (9) Have a reprehensible attitude toward the self-governance officer.
  - (10) Open the front door and exit without permission after curfew.
  - (11) Linger in the hallway after curfew and disturb others.
  - (12) Move-in at the regulated time but fail to hand in dormitory fee receipt for checking within two weeks.
  - (13) Fail to take front table shifts.
  - (14) Students who break the rules in Rules for Living in the Dormitories in a minor way.
2. Students who commit the following infractions will be dealt with according to Article 9 Subparagraph 19 of Ming Chuan University's Student Merit and Demerit Procedures. Students will be given one or two 2nd Level Demerit and then students' parents will be informed.
- (1) Students who repeatedly violate the above rules.
  - (2) Students who move into or out of the dormitory without permission.
  - (3) Students who trade beds or allow others to use their beds.
  - (4) Students who burn candles or other articles in the dormitory rooms or use prohibited electrical appliances.
  - (5) Students who smoke in their rooms.
  - (6) Students who damage public property in a minor way.
  - (7) Students who have stayed off campus three times without permission.
  - (8) Students whose rooms are untidy during special inspections.
  - (9) Students who keep pets in the dormitory rooms.
  - (10) Students who break the rules in Rules for Living in the Dormitories in a minor way.
3. Students who commit any of the following infractions will be dealt with according to Article 10 Subparagraph 10 of Ming Chuan University's Student Merit and Demerit Procedures, and be cited with a major infraction (1st Level Demerit).
- (1) Students who have been cited several times with a minor infraction of the previous rules.
  - (2) Students from outside who spend the night in the dormitory.
  - (3) Students who bring a member of the opposite sex into the dormitory.

- (4) Students who have been found to have burned candles or other articles in the dormitory on more than on one occasion. (The article will be confiscated and returned at the end of the semester.)
  - (5) Students who host a gathering of non-residents in the dormitory.
  - (6) Students who find their way or force their way into the dormitory after curfew.
  - (7) Students who bring dangerous articles or illegal drugs into the dormitory.
  - (8) Students who cook food in the dormitory without permission. (The article will be confiscated and returned at the end of the semester.)
  - (9) Students who discard articles that dirty or damage the shower, toilet or other public facilities.
  - (10) Students who break the regulations in Rules for Living in the Dormitories in a major way.
4. Students who exhibit any of the bad behavior itemized below will be punished in accordance with Article 10 Subparagraph 10 of Ming Chuan University's Student Merit and Demerit Procedures, and cited with a major infraction. The student's parents will be informed that the student has been ordered to leave the dormitory.
- (1) Students who more than once have been cited with a major infraction for breaking the above rules.
  - (2) Students who deliberately damage public property.
  - (3) Students who leave their rooms in a state of disarray after repeated warnings.
  - (4) Students who do not follow the instructions of the drillmaster or the Dormitory Superintendent in the dormitory; students with a bad attitude.
5. Merit and Demerit for Dormitory Self-governance Officers will be in accordance with Student Dormitory Self-governance Committee Procedures.
6. Other Awards will be conducted in accordance with Student Merit and Demerit Procedures.

Article 7 Student Dormitory Student Self-Government Association Charter is dealt with separately.

mpus groups who use the dormitory for activities during the summer and winter vacations will be dealt with by the General Affairs Division as special cases.

Article 9 Upon being passed at Student Affairs Committee Meeting or Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\*