

Yuan Ze University Student Dormitory Management Rules

06.05.1998 Ratified in the 2nd Student Affair Instructing Committee meeting of academic year 1997
12.27.1999 Revised and ratified in the 1st Student Affair Instructing Committee meeting of academic year 1999
03.14.2001 Revised and ratified in the 1st Student Affair Instructing Committee meeting of academic year 2000
04.09.2003 Revised and ratified in the 3rd Student Affair Instructing Committee meeting of academic year 2002
12.24.2003 Revised and ratified in the 2nd Student Affair Instructing Committee meeting of academic year 2003
05.26.2004 Revised and ratified in the 5th Student Affair Instructing Committee meeting of academic year 2003
10.29.2007 Revised and ratified in the 1st Student Affair Instructing Committee meeting of academic year 2007
05.21.2008 Revised and ratified in the 3rd Student Affair Instructing Committee meeting of academic year 2007
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05.09.2012 Revised and ratified in the 3rd Student Affair Instructing Committee meeting of academic year 2011
03.06.2013 Revised and ratified in the 4th Student Affair Instructing Committee meeting of academic year 2012
05.14.2014 Revised and ratified in the 3rd Student Affair Instructing Committee meeting of academic year 2013
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Article 1: These rules are formulated in order to establish noble moral values, promote excellent academic atmosphere, maintain dormitory safety and hygiene, and establish the implementation of student dormitory management organization and counseling assessment.

Article 2: The Dormitory Service Division of the Student Affairs Office (hereinafter referred to as the "Dormitory Service Division") is responsible for carrying out administrative affairs, dormitory safety, counseling for resident students' lives, and student dormitory order. It formulates dormitory management plans and handles student applications, reviews, assignments, simple repairs and maintenance of student dormitory hardware equipment, and property procurement management.

Article 3: The Engineering Management Division of the General Affairs Office (hereinafter referred to as the "Engineering Division") is responsible for the repair, maintenance, and updating of student dormitory hardware equipment.

Article 4: Dormitory security duty is jointly performed by the duty officer and dormitory counselors. During duty hours, they are responsible for maintaining dormitory order and handling occasional incidents.

Article 5: In order to cultivate students' autonomy, self-discipline, and self-love, the Dormitory Service Division should assist resident students in establishing a self-governing cadre system and establish a Student Dormitory Self-Government Association (hereinafter referred to as the "Dormitory Association"). The organization charter of the Dormitory Association shall be separately formulated.

Article 6: (Deleted).

Article 7: Students applying for residence (excluding in-service classes) shall complete the application procedures with the Dormitory Service Division within the specified time. The priority order for accommodation shall be implemented based on the following principles:

1. Students who have been approved for priority accommodation, network managers, and school team members.

2. Students listed in the Student Affairs Office's checklist:
 - (1) Students with mobility difficulties and special medical conditions.
 - (2) Students who are alone in Taiwan (including overseas and outlying islands).
 - (3) Students from financially disadvantaged families.
 - (4) Students with special circumstances approved by the Student Affairs Office.
3. Freshmen whose household registration, including that of their parents, has been outside of Taoyuan City, will be arranged according to the distance.
4. Freshmen from remote areas within Taoyuan City.

Article 8: Students apply for accommodation on an academic year basis. Students who have applied for a bed must submit a dormitory application commitment letter and a deposit of 2,000 yuan. The deposit will be refunded without interest after the accommodation is completed and the check-out inspection is qualified. Students who have not moved in, voluntarily moved out before the end of the accommodation period, or moved out due to violations will not be refunded the deposit and accommodation fees. However, students who are approved due to special reasons such as graduation, suspension, withdrawal, transfer, internship, study abroad, and force majeure are not subject to this restriction. (For those approved, graduate students will be refunded based on the number of months of accommodation, while undergraduate students will follow the refund standards issued by the Ministry of Education).

Article 9: Students who fail to pay the accommodation-related fees shall have their accommodation rights for the next two semesters canceled.

Article 10: The arrangement of beds for new students is uniformly allocated by the Dormitory Service Division. Students applying for accommodation from the second year onwards must participate in bed lottery or apply for waiting list beds. Students who have been approved for residence can form their own roommate groups. The assigned beds cannot be changed without authorization. Those with special reasons can apply to the Dormitory Service Division for approval before adjusting the bedroom arrangement.

Article 11: Those who move into the dormitory must go to the dormitory counter to collect relevant information and keys. Those who are on the waiting list can complete the check-in procedures after paying the waiting list fee.

Article 12: Students who fail to check in without reason within one week after the start of the semester will be considered as voluntarily withdrawing from the dormitory and will not be allowed to object.

Article 13: Students who stay in the dormitory must move out within the specified period at the end of the semester. If they fail to do so according to the regulations, they must pay the accommodation fee on a daily basis until they move out. The severity of the situation will be handled in accordance with the university's student disciplinary regulations and processing procedures.

Article 14: Students who are approved to withdraw from the dormitory midway (including voluntary withdrawal, violation withdrawal, and special reasons as stipulated in Article 8) must complete the withdrawal procedures and move out of the dormitory within two weeks from the date of approval.

Article 15: All dormitory residents should take good care of the dormitory facilities and public property. If there is any damage, they are responsible for compensation.

Article 16: When moving out of the original dormitory room or bed, it should be cleaned, and the used public property should be returned to the school. Personal belongings should be disposed of as waste.

Article 17: During winter and summer vacations, students who are approved to stay in the dormitory will be reassigned by the Dormitory Service Team and move into and out of the assigned rooms according to the specified time. During the stay, they must comply with the relevant regulations of these rules.

Article 18: If public property is damaged or needs repair due to aging, dormitory residents should proactively submit repair applications through the personal Portal Accommodation Repair System.

Article 19: The organization of various dormitory activities should be reported to the Dormitory Service Team by the Dormitory Self-Government Association for approval and implementation according to the annual activity plan.

Article 20: To maintain the quality of life in student dormitories and address behaviors that affect others' lives, disrupt order, or pose safety concerns, violations will be handled through a deduction point system:

For any of the following circumstances, 5 points will be deducted at once:

- (1) Making loud noises or quarreling within the dormitory area.
- (2) Placing items randomly in common areas or unoccupied beds, affecting the cleanliness of the dormitory environment.
- (3) Impairing public hygiene and quality of life in the dormitory.
- (4) Arbitrarily tampering with fixed power equipment and adding electrical appliances.
- (5) Unauthorized tearing or posting of notices.
- (6) The borrowing of room door keys is limited to a maximum of 2 times per semester. Each additional usage beyond that deducts 5 points.
- (7) Violating various dormitory regulations.

For any of the following circumstances, 10 points will be deducted at once:

- (1) If the aforementioned violations are not corrected within the specified period after being stopped by dormitory counselors or dormitory council members.
- (2) Storing prohibited items (such as alcoholic beverages, gambling tools, gas stoves, chemicals, flammable items) in the dormitory or bedrooms; using high-power-consuming electrical appliances such as electric cookers, microwaves, induction cookers, etc., not provided by the dormitory. If prohibited items or unauthorized electrical appliances are found, the Housing Services Unit will keep them until the end of the semester before returning them.
- (3) Cooking meals privately in bedrooms.
- (4) Loaning the student ID card (or temporary magnetic card) to others for use.
- (5) Keeping pets in the dormitory.
- (6) Drinking alcohol within the dormitory area.

For any of the following circumstances, 15 points will be deducted at once:

- (1) Deliberately damaging public property or equipment, taking out public property or equipment without approval, and using them for personal purposes.
- (2) Refusing to comply with counseling and displaying acts of open defiance.
- (3) From 6 a.m. to 10 p.m., receiving non-resident guests without approval from the dormitory counselors.
- (4) Privately exchanging beds with others.
- (5) Smoking within the dormitory area.
- (6) When checking out, failing to remove personal belongings from the bedroom.

For any of the following circumstances, 25 points will be deducted at once:

- (1) Engaging in fights, playing mahjong, gambling, causing disturbances, using drugs, using others' belongings without permission, accommodating individuals of the opposite sex, entering dormitories of the opposite sex, or engaging in similar behaviors within the

dormitory.

- (2) From 10 p.m. to 6 a.m., receiving non-resident guests without approval from the dormitory counselors.
- (3) Transferring one's bed to others.
- (4) Installing any type of host server (operating system not limited) within the dormitory, transmitting illegal or violations of academic network usage norms.
- (5) Forging student ID cards (or temporary magnetic cards) or intentionally damaging card-swiping equipment.

Article 21: In order to create an excellent living and learning environment in student dormitories, and to enhance the quality of accommodation, the management methods are as follows:

1. From 10 p.m. to 6 a.m., dormitory counselors will conduct irregular inspections, and violators will be dealt with according to the provisions of Article 20 of these regulations.
2. Duty officers will assist with management and conduct irregular inspections, and violators will be dealt with according to the provisions of Article 20 of these regulations.
3. The dormitory will implement control measures for network usage, lighting, hot water usage, etc. The implementation methods and times will be announced separately and made known to all.

Article 22: Point deductions will be carried out by dormitory council members or dormitory counselors, and will be reviewed by the Housing Services Unit. After being deducted points, residents can apply for offsetting the points through voluntary service. One hour of voluntary service will offset 2 points. Point deductions will be accumulated on a semester basis. If a resident has accumulated 15 points or more (including 15 points) before the end of the semester, their accommodation qualification for the next two semesters will be canceled, and the accommodation deposit will not be refunded. The Housing Services Unit will submit a request to the Dean of Student Affairs for approval, announce the violations, and provide written notification to the parents or guardians. If a student disagrees with the dormitory point deductions, written warnings, notifications to parents or guardians, cancellation of qualifications, forced eviction, or any other measures that affect the student's rights, they may file a complaint according to Yuan Ze University's Student Complaint Handling Procedure.

Article 23: Non-resident students who violate the rules will be handled in accordance with the disciplinary regulations and procedures of the university.

Article 24: For violations of Article 20, Paragraphs 3 and 4, regardless of whether the voluntary service has been completed, if a student commits another violation of either Paragraph 3 or 4 of Article 20, the Housing Services Unit may cancel their eligibility to apply for voluntary service.

Article 25: These regulations will be implemented after being approved by the Student Affairs Committee, and any amendments will follow the same process.