

Dormitory Regulations of the National Taiwan University of Science and Technology

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Chapter 1. Purpose

Article 1

These regulations are specially set out to maintain the order and security of the dormitories of NTUST, and to enable the fully effective functioning of dormitory management.

Chapter 2. Duties

Article 2

The Life Guidance Division of the Office of Student Affairs is in charge of dorm residents' counseling, management and cleanliness supervision and assessment, administrative coordination and so on.

1. Dorm Counselors:

Appointed from administrative staff, responsible for dormitory equipment maintenance, property management, dormitory administration, and cleanliness - and conducting evaluations

2. Dormitory Management and Cleaning Staff:

The security company and cleaning personnel contracted by NTUST is in charge of dorm safety and security control, student life services, and environmental cleanliness maintenance in accordance with the contract.

3. Dormitory Self-Government Association Officers:

i.

- Help residents understand the dorm regulations.
- Make recommendations on policies and regulations concerning the dorms.
- Assist in processing applications for dorm spaces.
- Hold activities for the dorms.
- Handle other tasks assigned by the university.

(Regulations of the Dormitory Self-Government Association are set out separately).

ii.

The chief and chief deputy of the First Dormitory may be waived the charge for the six-person and four-person rooms; the resident assistants of the First Dormitory may be waived one-half of the charge for the six-person rooms. The chief and chief deputy of the Second and the Third Dormitory will receive a full accommodation fee waiver, and the resident assistants of the Second and the Third Dormitory will receive an accommodation fee waiver of NT\$4,500 per semester during the tenure. If the dormitory self-government association officers resign from the position due to dismissal or personal factors, the accommodation fee will reinstate and count from the day after the resignation. If the remaining day for accommodation is less than a full month, the daily rate for the accommodation fee of each

dormitory is calculated.

4.Administrative Coordination

The Office of General Affairs shall:

- Help to improve and repair facilities in the dorms, including plumbing and electrical maintenance.
- Be in charge of relevant procurement.
- Handle the outsourcing of dormitory management and cleaning through bidding processes.

Chapter 3. Application for Dormitory Space

Article 3

All full-time students may apply for dormitory space, while part-time and evening program students are not eligible to apply.

Article 4 Cooperation

1. Due to sanitary and public safety reasons, the office of student affairs has the right to change resident's bed, no further objection is allowed
2. When the applicant for dorm space is a new student, the student must undergo a health examination as part of the enrollment process, with the items to be examined by the doctor to be determined by the university. Any student who has not provided a health examination report by the announced deadline will be refused dorm space, and the matter will be handled according to Article 12 below.

Article 5

Students who apply for the accommodation in the dormitory should complete the application online during the specified opening hours announced by Office of Student Affairs. Late online application will not be accepted.

Chapter 4. Allocation

Article 6

The Office of Student Affairs will verify and arrange the bedroom according to students' registration.

Article 7

Residents should pay the accommodation fee during registration. Individuals must bring the payment receipt to the Dormitory Management Center within the announced specified period of time to receive the keys and sign a confirmation indicating compliance with the dormitory regulations before being allowed to move in.

Chapter 5. Moving into the Dorm

Article 8

The accommodation period is based on an academic year (according to the school calendar). The exact check-in and check-out times for each semester must be in accordance with the announcements from the Office of Student Affairs. Residents whose accommodation period has expired should move out within the specified period announced by the office.

Chapter 6. Moving Out of the Dorm

Article 9

During the regular semesters, boarders shall have one week to move out of the dorm if required to leave for any of the following reasons: temporary withdrawal from studies, expulsion from the university, transferal to another school, personal decision to move out of the dorm, or a violation of regulations that results in losing the right to stay in the dorm.

Article 10

Boarders who have any of the circumstances described in Article 4, Items 1 and 2 during the semester, must move out of the dorm within one week.

Article 11

When checking out, complete the official inventory (return) and environmental cleanup according to the dormitory property card. Upon successful inspection by the committee member or dormitory staff, ensuring no damage or loss of registered furniture or facilities in the room, residents must finalize the leaving procedures at the Dormitory Management Center.

Article 12

Prior to departing the dormitory, residents are required to thoroughly clean and evacuate all personal belongings. Failure to do so by the specified deadline will result in the belongings being considered abandoned, and affected individuals will be ineligible to reapply for accommodation. Any objections will not be considered.

Chapter 7. Staying in the Dorm during Summer Vacation

Article 13

Availability of dorm space during summer vacation as well as the dates and procedure for applying will be announced on the website of the Life Guidance Division. Availability will depend on scheduled annual dorm maintenance work as well as the needs of the various summer programs sponsored by the university's departments and graduate institutes.

Article 14

The departments and other units responsible for summer programs should submit their applications for summer dorm space to the Life Guidance Division by the end of April every year.

Article 15

Available beds which have not been taken for summer programs shall be used to support student activities or for new graduate students who are on campus to do their research. Applications for the allocation of summer vacation dorm space will be handled by the Life Guidance Division.

Article 16

When the summer vacation dorm accommodation period ends, boarders shall move out of the dorm as described in Articles 11 and 12 above.

Chapter 8. Change of Bed Assignment

Article 17

The name list for the allocation of dorm space will be approved by the Life Guidance Division. Boarders shall not change their bed assignments without the approval of the Life Guidance Division.

Chapter 9. Standards for the Collection and Refunding of Dorm Fees

Article 18

The dorm fee determined by the university is normally charged in accordance with the dorm regulations and are divided into three phases : fall semester, spring semester and summer vacation. (Air conditioning expenses are excluded from the accommodation fees. It should be paid respectively).

Article 19

For students who fill a vacancy in a dorm after the semester has started, the dorm fee shall be charged according to the proportion of the particular time period that the student lives in the dorm, using one week as the unit of reckoning. Those filling vacancies that become available at the beginning of each semester shall pay the total fee.

Article 20

Individuals who seek to cancel their accommodation before the semester commences will be eligible for a full refund of the accommodation fee. Refunds for withdrawals during the semester will be calculated on a weekly basis. No refunds will be issued for withdrawals made after two-thirds of the semester has passed. Those facing mandatory withdrawal penalties will receive a fifty percent refund of the accommodation fee if the process is completed by October 31st for the first semester or by April 30th for the second semester. Withdrawals after these specified dates will not qualify for any refunds.

Article 21

Boarders who get approval to change their dorm assignment will not be reimbursed for the price difference if the original dorm fee is higher than the new one. However, if the new dorm fee is higher than the original one, boarders shall pay the price difference.

Chapter 10. Dorm Rules and Penalties for Violations

Article 22

The following rules and penalties for violations are set up to maintain the order and security of NTUST Dormitories. Anyone who violates the regulations during their stay in the dormitory, and is reported and verified by dormitory counseling teachers, dormitory administrators, dormitory committee members, or fellow residents, will be given penalty points based on the severity of the situation (violations of school regulations will be handled according to the "Student Rewards and Penalties Regulations"). The dormitory regulations and penalty point standards are as follows:

1. Violations (1) to (8) will result in 20 penalty points and automatic expulsion from the dorm, and the loss of the right to apply to stay in a dorm until graduation:
 - (1) Sneaking photos (ex: in restrooms or shower rooms), Stealing, gambling, fighting, smoking and any liquor-influenced behavior that affects other boarders.
 - (2) Transferring one's dorm authorization to others. (And also be recorded as a small violation)
 - (3) Occupying a bed without authorization, preventing a roommate from using an authorized bed.
 - (4)
 - i. Residents who enter someone else's dorm building, the opposite gender's accommodation floor, or allow others to enter.
 - ii. Non-resident students who enter the dormitory accommodation area or stay without approval will receive a warning, and will not be allowed to apply for dorm accommodation afterwards.
 - (5) Storing dangerous or inflammable goods, shooting off fireworks or setting any kind of fire.
 - (6) Altering the circuitry or accounting system of the room air conditioners to avoid being charged.
 - (7) Unauthorized use of electric heaters, dehumidifiers, microwaves, induction cookers, refrigerators, mining activities, or other electrical appliances and gas products that may pose a risk of public safety accidents due to excessive electrical charges.
 - (8) Cooking or heating in the places that are not allowed.
2. Violations (1) to (19) will result in 10 penalty points:

- (1) Removing or damaging public property without authorization.
- (2) Being absent from fire drills without giving a reason.
- (3) Violating any relevant administrative regulations.
- (4) Any illegal behavior using the dorm Internet connections or behavior in violation of TA Net regulations.
- (5) Playing mahjong.
- (6) Moving to a different bed without authorization.
- (7) Lending the access card to others.
- (8) Keeping pets in the dorm.
- (9) Taking part in the commercial activities or any other religious behavior that disturb other boarders or litter the circumstances without permission.
- (10) Any other behavior that adversely affects public hygiene, peace, or safety, if the boarder refuses to change the behavior after receiving a warning.
 - i. Throwing food waste into the wrong place instead of the kitchen bucket on the first floor.
 - ii. Leaving trash or miscellaneous items in public area or corridor.
 - iii. After 10 p.m. (8 p.m. for the quiet bedrooms), making loud noise to disturb the dorm tranquility.
 - iv. Unauthorized modification, stickers, and paintings on the dorm public property. Arbitrarily stacking works or items in public areas (corridor, staircase, etc.) to obstruct passages and escape lines.
 - v. Affecting the quality of living of all students in the same room with poor personal hygiene, and there is no marked improvement after being exhorted by the dormitory counselor.
- (11) Violating any regulations established by the Dorm Self-Government Association.
- (12) Unauthorized accessing to the top floor

3. Violations result in 5 penalty points:

- (1) People who illegally park the bike around the dorm, causing parking problems for others and influencing the greening of the campus, will be considered as violation.
- (2) People who bring heatable metal cookware such as frying pans, woks, soup pots, and electric slow cookers to public handwashing stations to clean.

Article 23

1. Boarders who have accumulated fewer than 10 violations points can still apply for dorm accommodation. However, violation points will continue to be accumulated throughout the following school years.
2. Boarders who accumulate 15 or more violation points will lose the right to continue to stay in the dorm in the next semester (to complete the usual one-year residence period), and will not be allowed to apply for dorm accommodation for a period of one year after being required to move out.

3. Boarders who accumulate 20 or more violation points will be expelled from the dorm and will lose the right to apply for the staying in a dorm while enrolling at NTUST.

Chapter 11. Dorm Security

Article 24

The security company will be in charge of implementing the dorm curfew. Boarders shall use their student ID card to enter/go out of the dorms.

Article 25

External construction and maintenance personnel must register at the dormitory management center. They are permitted to access different floors of the dormitory only if accompanied by dormitory management personnel and wearing a yellow vest. Additionally, dormitory management and cleaning staff must have either identification cards or work uniforms while on duty.

Article 26

In order to maintain the security of the dorms, every semester the Office of General Affairs will inspect fire fighting equipment, power sources, boilers, drinking fountains, elevators, and emergency escape equipment on every floor.

Article 27

Boarders must attend the fire and disaster evacuation drill held by the Office of Students Affairs once each academic year.

Chapter 12. General Regulations

Article 28

Except for the dorm administrative or maintenance staff, no one is allowed to enter dorms or rooms that have been closed down during the winter and summer vacations.

Article 29

Boarders shall take good care of public equipment and facilities. If there is any damage or loss caused by boarders during their stay in the dorm, the boarders shall compensate for the damage or loss according to the cost determined by the university. Equipment within the dormitory rooms belongs to a shared space; if any damage occurs and the responsible party cannot be identified, the cost of repairs shall be borne jointly by all residents of that room.

Article 30

Please report any damage or breakdown found in the rooms or dorm equipment, as well as facilities by filling out a maintenance and repairs report form at the counter of the Dorm Management Center.

Article 31

Dormitory committee members must conduct inspections of the dormitory for safety, hygiene, and the matters listed in Chapter 10. If necessary, they may carry out these inspections in collaboration with the dormitory counseling teacher and dormitory management personnel.

Chapter 13. Addendum

Article 32

The accommodation fee, eligibility criteria and bed allocation priorities of the student dormitories for each academic year shall be submitted to the administrative conference. While the remaining articles shall be submitted to the Dormitory Management Committee and the president for approval before implementation. The same will be true for all future amendments.

Article 33

The rates and adjustments for the dormitory deposit shall be announced after being reviewed and approved by the Student Dormitory Self-Governance Committee and the Dormitory Management Committee.

Article 34

The standards for checkout inspection and the criteria for dormitory deposit deductions due to failed inspections shall be announced after being reviewed and approved by the Student Dormitory Self-Governance Committee.

(This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.)