

## **Dormitory Regulations of NTUST**

### Article 1

**Purpose:** 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.

### Article 2

**Duties:** The Life Guidance Division of the Office of Student Affairs is in charge of dorm management, dorm residents' counseling, dorm safety inspection and evaluation, administrative coordination and so on.

#### 1. Dorm Counselors

Administrative staff serve as dorm counselors concurrently.

#### 2. Dorm Administrators

Dorm administrators are responsible for maintaining dorm facilities, managing dorm property, ensuring dorm safety and security, and conducting evaluations.

#### 3. Dorm Security

The security company contracted by NTUST is in charge of dorm safety, student life services, and maintenance of the cleanliness of the dorms and their environment.

#### 4. Dormitory Self-Government Association Officers:

- 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).

#### 5. Administrative Coordination

The Office of General Affairs shall

- Help to improve and repair the facilities in the dorms.
- Be in charge of dorm procurement.
- Handle the tender project for the dorm security company.

### Article 3

**Application for Dormitory Space:** All full-time students may apply for dormitory space, while part-time and evening program students are not eligible to apply

### Article 4

**Qualifications needed to apply for dorm space:**

1. Students who, with all their family members who have held household registration outside of Taipei City, New Taipei City, or Keelung City for at least one year can apply for dorm space.
2. Overseas Chinese students, international students, Mainland China students and students who are physically or mentally challenged (including other significant disabilities with a certificate signed by a hospital).

### 3. Special cases.

#### Article 5

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 17 report by the announced deadline will be refused dorm space, and the matter will be handled according to Article 15 below.

#### Article 6

##### **Priorities for Bed Allocation**

1. The following are the priorities for bed allocation (if the beds are not sufficient to meet a certain priority group's needs, administrative staff will draw lots to decide who in that priority group can stay in the dorm):

- (1) New overseas students for the first year, and PhD students who are below their fifth year, students who are physically or mentally challenged (including other significant disabilities with a certificate signed by the hospital), low-income family students (with a certificate issued by a county or city government), Dormitory Self-Government Association Offices, the Offices of the Student Government of NTUST (one boy and one girl), the chairmen of the Dining Service Committee, the network managers of the dormitory. Students with outstanding performance in sports (For the training of school teams, ratified by the school president through the Physical Education Office).
- (2) Special cases who have been recommended by a department chair and approved by the dorm allocation committee.
- (3) Four-year and two-year program students who are in their first year at NTUST.
- (4) The remaining beds, after all the dorm beds are allotted based on the above-mentioned boarding order, will be distributed in the priority according to Item II.

2. In response to the reconstruction of Dormitory One (men's dormitory), which begins in August 2017, the Student Dormitory Management Committee has revised the dormitory regulations as follows:

- (1) Overseas Male Degree Program Students: New overseas students during the first year of their studies (Undergraduates: first year of four-year and two-year upper division programs; Graduate students: first-year master's, Ph.D., and dual-degree program students), and Ph.D. students below the fifth year of study have top priority for the assignment of bed space in the dormitory. Other overseas students and local students must draw lots for any remaining bed spaces. (Fifth-year undergraduates, third-year master's students, and Ph.D. students in their sixth year or above are not eligible to draw lots.)
- (2) Overseas Female Degree Program Students: New overseas students during the first year of their studies, and Ph.D. students below the fifth year of study have top priority for the assignment of bed space in the dormitory. The remaining overseas students will be assigned bed spaces according to the following order of priority: second-year master's students, second-year undergraduate students. If there are not enough bed spaces for all the second-year master's and undergraduate students, the bed spaces will be assigned according to the order of priority by drawing lots. (Third-year undergraduates, third-year

master's students, and Ph.D. students in their sixth year or above are not eligible to draw lots.)

(3) Local Male Students: First-year undergraduates have top priority for assignment of bed space in the dormitory. Local graduate students and undergraduate students starting from their second year will draw lots together with the overseas students for the remaining bed spaces. (Third-year master's students, fourth-year Ph.D. students, and undergraduates in their fifth year or above are not eligible to draw lots.)

(4) Local Female Students: First-year undergraduates have top priority for assignment of beds pace in the dormitory. The remaining bed spaces will be assigned by drawing lots according to the following order of priority: Second-year master's students and first through third-year Ph.D. students; second-year, third-year, and fourth-year undergraduates; first-year master's students; fifth-year undergraduates, third-year master's students, and Ph.D. students in their fourth year or above.

#### Article 7

Students who want to apply for dorm space shall submit their applications online during the period of time announced by the Office of Student Affairs (for current students: in April; for new master's and Ph.D. students: in July; for new undergraduate students: in August) through the Office of Student Affairs website. Late applications will not be accepted.

#### Article 8

The Life Guidance Division will call a meeting of members of the Student Dormitory Management Committee (SDMC) to decide the allocation of dorm space through a ballot procedure.

### **Allocation**

#### Article 9

Students who apply for dorm space can choose their preferred bed assignments.

#### Article 10

The bed assignments of overseas Chinese students and international students will be assigned by the Life Guidance Division in accordance with the students' preference for rooming with local students or with other international students.

#### Article 11

Boarders shall pay their dorm fee, deposit and registration fees at the same time. After submitting the receipt to the Dorm Management Center within the announced period of time, boarders shall receive their keys and can then move into the dorm.

#### Article 12

After moving into the dorm, the boarders in each room must hand in to the Dorm Management Center one copy of the pledge to obey dorm policies and regulations which has been signed by every boarder in the room. Boarders should read carefully all the information contained in the pledge about the dorm rules that they are required to obey.

### **Moving Out of the Dorm**

### Article 13

In principle, the period of dorm residence is one year (as indicated by the NTUST academic calendar). After the period expires, boarders should move out of the dorm within the announced period of time.

### Article 14

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, transfer 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 15

Students whose physical or mental health falls under the conditions described in Article 5 above, must move out of the dorm within one week. Such students who later meet the conditions described in Article 5 above, can apply to participate in the lottery for vacant dorm spaces as described in Article 6, Item 2 above.

### Article 16

After officers of the Dorm Self-Government Association have finished the room inspection and determined that no damage or loss of furniture or facilities registered for that room has occurred and that the space occupied has been cleaned and tidied, boarders shall complete departure procedures in the Dorm Management Center and then move out of the dorm.

Boarders should clean up the room to a standard that will pass the inspection by the dorm officer. The deposit will be returned to boarders when the room is confirmed to be clean and tidy. The Life Guidance Division will remit the deposit refund to the boarder's postal account, but the deposit will not be returned if the boarders' postal account information is not complete or if boarders cannot be reached within a year by the Life Guidance Division.

### Article 17

Boarders shall take away all their personal belongings within the announced period of time when moving out of the dorm; otherwise, the things left in the room will be disposed of as trash.

## **Staying in the Dorm during Summer Vacation**

### Article 18

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 19

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 20

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 21

When the summer vacation dorm accommodation period ends, boarders shall move out of the dorm as described in Articles 16 and 17 above.

### **Change of Bed Assignment**

#### Article 22

The name list for the allocation of dorm space will be approved by the Life Guidance Division and announced on the website of the Office of Student Affairs and the bulletin boards in the dorms. 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 23

The dorm fee determined by the university is normally charged for each of 3 periods: fall semester (including winter vacation), spring semester, and summer vacation. Short-term accommodation fees will be charged at the rate of NT\$50 per day. (Air conditioning expenses are not included in the accommodation fees.)

#### Article 24

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 25

Students who cancel their stay in the dorm when the semester has just begun will get a full refund. Those who cancel their stay in the middle of the semester will get a refund according to the principle outlined in Article 24. However, students who are expelled from the dorm will not get a refund.

#### Article 26

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.

### **Dorm Rules and Penalties for Violations**

#### Article 27

The following rules and the penalties for violations are specially set up to maintain the order and security of the dormitories of NTUST. If boarders are proven to have violated the regulations by dorm counselors, officers of the Dorm Self-Government Association, or other boarders, they will be given

penalty points according to the seriousness of the violation. (Violations of university regulations are subject to the Regulations Governing Rewards and Penalties for Students.) A list of dormitory rules and the penalties for violations can be found below:

1. Violations (1) to (5) 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) Stealing, gambling, drunken behavior, fighting.
- (2) Transferring, selling or renting one's dorm authorization, occupying a bed without authorization, preventing a roommate from using an authorized bed.
- (3) Storing dangerous or inflammable goods, shooting off fireworks or setting any kind of fire.
- (4) Altering the circuitry or accounting system of the room air conditioners to avoid being charged.
- (5) Bringing members of the opposite sex into the dorm.

2. Violations (6) to (11) will result in 15 penalty points and the loss of the right to apply to stay in the dorm the next semester.

- (6) Drinking, playing mahjong, and smoking.
- (7) Allowing relatives, friends, other non-NTUST guests, or NTUST students who are not one's roommates to stay overnight or longer in one's dorm room.
- (8) Removing or damaging public property without authorization.
- (9) Being absent from fire drills without giving a reason.
- (10) Bringing non-boarders into the dorm without permission to carry out religious or commercial activities or any other behavior that disturbs other boarders.
- (11) Violating any dorm-related administrative regulations.

3. Violations (12) to (21) will result in 10 penalty points:

- (12) Using electric heaters, electric dryers, microwave ovens, electric hot-plates, refrigerators, or other electrical appliances that might cause power overload or using gas-fueled appliances.
- (13) Cooking in the dorm.
- (14) Any illegal behavior using the dorm internet connections or behavior in violation of TANet regulations.
- (15) Moving to a different bed without authorization.
- (16) Lending a student ID to other people to enter the dorm.
- (17) Keeping pets in the dorm.
- (18) Any liquor-influenced behavior that affects other boarders.
- (19) Any other behavior that adversely affects public hygiene, quiet, or safety, if the boarder refuses to change the behavior after receiving a warning.
- (20) Violating any regulations established by the Dorm Self-Government Association, if the boarder refuses to obey the regulations after receiving a warning.
- (21) Warnings regarding Violations 19 or 20 will be issued to boarders by the military instructors, administrative staff or officers of the Dorm Self-Government Association with the approval of the dorm administrators.

## Article 28

Boarders who have accumulated fewer than 10 violation points can still apply for dorm accommodation. However, violation points will continue to be accumulated throughout the following school years.

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.

Boarders who accumulate 20 or more violation points will be expelled from the dorm, and will lose the right to apply to stay in a dorm while enrolled at NTUST.

## **Dorm Security**

### Article 29

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 30

Both maintenance staff and visitors shall register in the Dorm Management Center and wear yellow vests, and they shall enter the dorms accompanied by security guards.

### Article 31

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 32

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

## **General Regulations**

### Article 33

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 34

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.

### Article 35

Please report any damage or breakdowns found in the rooms or dorm equipment and facilities by filling out a maintenance and repairs report form obtainable from the counter of the Dorm Management Center.

### Article 36

The dorm guidance personnel of the Office of Student Affairs along with the officers of the Dorm

Self-Government Association and dorm administrative personnel shall conduct inspections of dorm security, sanitation, and adherence to the dormitory rules set out in Chapter 10.

Article 37

These regulations also apply to overseas Chinese students, international students, exchange students and visiting students.

**Addendum**

Article 38

These regulations will go into effect after passage by Student Dormitory Management Committee and approval by the president of NTUST. The same will be true for all future amendments.

Note: The regulations may be updated from time to time, please follow the latest regulations announced by the Student Affairs Office.