

Guidelines on Student Dormitory Management at I-Shou University

Amendments adopted on October 23, 2002, by the Office Affairs Council of the Office of Student Affairs in the first semester of academic year 2002

Amendments to the Guidelines promulgated with the consent from the President dated October 4, 2016

Amendments to Provisions I-IV adopted by the University Administration Council on June 19, 2019, and promulgated with the consent from the President dated July 4, 2019

Amendments to the Guidelines adopted by the University Administration Council on October 18, 2023, and promulgated with the consent from the President dated October 26, 2023

Amendments to Provisions II and IV adopted by the University Administration Council on March 20, 2024, and promulgated with the consent from the President dated March 26, 2024

Amendments to Provisions II-IV adopted by the University Administration Council on September 25, 2024, and promulgated with the consent from the President dated October 10, 2024

- I. Purpose: The Guidelines on Student Dormitory Management at I-Shou University (hereinafter referred to as "the Guidelines") are made by I-Shou University (hereinafter referred to as "the University") with the aim of helping dormitory residents (hereinafter referred to as "residents") adopt a healthy lifestyle and perfecting the living quality and management of student dormitories.
- II. Management: The management of student dormitories will be in the charge of assigned administrative staff and student cadre members.
 1. Administrative management:

The Student Housing Section (hereinafter referred to as "the Section") of the Office of Student Affairs (hereinafter referred to as "the Office") is responsible for the management of student dormitories, and the Section assigns staff members to handle the following

matters:

- a. Staff members of the Section: They are assigned by the Office to assist the Dormitory Residents' Association, provide counseling services to residents, and assign dormitory vacancies to residents.
- b. Campus security counselors: They are assigned by the Office to handle violations committed in dormitories and ensure the safety and security of dormitories.
- c. Dormitory superintendents: They are assigned by the Office to take responsibility for dormitory security, access control, safekeeping of university-owned property, maintenance (repair) applications, inspection & acceptance, utility control, residents' community service, nighttime patrol, the registration for residents staying elsewhere overnight, and reflections and suggestions from residents.
- d. Dormitory technicians: They are assigned by the Office of General Affairs to maintain, repair, renovate, resupply, and provide amenities in dormitories.
- e. Work-study students: They are assigned by the Section to assist dormitory superintendents.

2. Resident self-governance and management:

The Dormitory Residents' Association is established to manage dormitories and assist with general matters in dormitories and dormitory-related activities.

a. Dormitory management:

- (1) Dorm leader: The dorm leader is responsible for the overall matters of the Dormitory Residents' Association.
- (2) Deputy dorm leader: The deputy dorm leader is responsible for matters relating to his/her dormitory.
- (3) Resident assistant: The resident assistant is responsible for assisting his/her dorm leader (deputy dorm leader) with matters on his/her floor.

- b. Dormitory services: Assisting with the supervision of dormitory cleanliness.
- c. Internet connection troubleshooting: Assisting in solving problems relating to Internet connections.

III. Dormitory Counseling:

1. Dormitory Forum: The Forum is held once every semester and presided over by the Dean of Student Affairs. The Office of General Affairs, the Office of Library and Information Services, the Office of Military Education, the Section, the staff member in charge of the Forum, and dormitory superintendents are all invited to the Forum.
2. After-Action Review Meeting: The Meeting is held once every month and presided over by the Section Chief of the Section. Staff members of the Section, dormitory

superintendents, and all dormitory cadre members are required to attend.

IV. General Rules:

1. Access control:

- a. From 11:30 p.m. to 7 a.m. daily, there is a heightened access control period. During this period, residents of Dormitory 2 at the Main Campus shall return to their dormitory through the Management Office of the Males' Dormitory after entering the University.
- b. For the sake of dormitory security, residents are required to cooperate with dormitory superintendents and staff-in-charge to verify and register their identity.
- c. A 24/7 card-based access control system is installed in all dormitory entrances. Residents are required to use their student ID cards to gain entry. Anyone who tries to prevent the entrance from closing will be punished.
- d. To ensure the security of the dormitory area, the top floor will be closed at 10:30 p.m. and open at 6 a.m. the following day.
- e. Quiet hours are in effect from 11:30 p.m. to 7 a.m. every day. During this period, all common areas and dorm rooms on each floor shall keep silent to respect the lifestyle of fellow residents. Loud noises are strictly prohibited, and violators will face punishment.

2. Utility control:

- a. Overhead lights are turned on at 6 a.m. and turned off at 11:30 p.m. every day.
- b. Residents are permitted to use washing machines, clothes dryers, and spin dryers between 6 a.m. and 11 p.m. every day.
- c. Residents are permitted to use dormitory common rooms between 9 a.m. and 11 p.m. every day.
- d. Hot water is available between 7 a.m. and 9 a.m. and between 4 p.m. and 12 midnight every day.
- e. Air conditioners in Dormitory 1 and Medical Campus Dormitory work between 12:30 p.m. and 3 p.m. and between 6 p.m. and 7:30 a.m. every day. However, a stored-value card for air-conditioning is required.
- f. Residents shall make reasonable use of water and energy and turn the switch off when not in use.

3. Visits:

- a. The time for receiving visitors is from 8 a.m. to 8 p.m. every day.
- b. Visits from family and friends, as well as non-resident students, shall be registered on arrival, and they are not permitted to enter each floor or dorm room.

- c. Non-residents shall not enter the dormitory without permission. Residents shall not enter floors or areas where residents of the opposite sex live. Violators will be punished under the Regulations for Student Rewards and Punishments at I-Shou University and other applicable rules.

4. Internet connections:

- a. Residents may apply for a repair online, and a technician will carry out the repair at the designated time with the applicant's company.
- b. Residents are strictly prohibited from doing anything online that violates the laws relating to intellectual property rights.
- c. Residents are strictly prohibited from undertaking any profit-seeking activities via the campus network.
- d. Residents shall respect the lifestyle of their roommates while using the computer or surfing the Internet.

5. Repairs to dormitory amenities:

- a. The Office of General Affairs is responsible for additions, renovations, maintenance, and repairs of student dormitories as well as distribution and disposal of tools.
- b. Residents shall apply online for a repair to their dorm rooms, and dormitory cadre members will apply for a repair to public areas or notify dormitory superintendents of the application for a repair. After being approved by the Section, the application will be delivered to the Office of General Affairs for sending staff for repair accordingly.
- c. Residents shall use dormitory amenities with care. Those who are found to vandalize any dormitory amenities will be punished under the applicable regulations and rules and held liable for compensation based on the sale price.

6. Accommodation application:

- a. All students may apply for dormitory accommodation of their own free will. To assist undergraduate freshmen in adapting to college life, living on campus is mandatory for them.
- b. The accommodation period for each application is one academic year. Residents are not permitted to move out during the semester unless a supporting document is provided for special reasons.
- c. Students in their sophomore year or above may apply for dormitory accommodation according to the announcement issued by the end of every academic year and join the draw for the right to dormitory accommodation. Applicants who win the lot shall pay accommodation fees for the following semester (the amount is to be determined by

the University) to be eligible for dormitory accommodation. Successful applicants shall move in within one week of the first day of school; otherwise, they will become disqualified, and the vacancies will be filled by applicants on the waiting list. If residents have not violated any dormitory-related regulations or rules during the first semester, they are eligible to continue living on campus in the second semester after their application has been approved.

7.Moving out:

- a. In one of the following situations, a resident shall move out from the dormitory immediately:
 - (1)having graduated from the University;
 - (2)suspending studies or withdrawing from the University;
 - (3)having violated the Regulations for Student Rewards and Punishments at I-Shou University, the Housing Regulations for Dormitory Residents at I-Shou University, or other applicable regulations and rules, and being asked to move out based on the decision made by the competent committee;
 - (4)failing to pay accommodation fees by a given deadline; or
 - (5)being permitted to move out for special reasons.
- b. Residents shall pay accommodation fees in advance. Refund applications shall be handled in accordance with the Rules of Student Housing Rates at I-Shou University.

8.Room and bed assignment:

- a. Vacant dorm rooms instead of available beds.
- b. All empty dorm rooms are located on the same floor and locked for management purposes.
- c. Residents are not permitted to change their rooms or beds until they have obtained approval from dormitory superintendents and the Section.

9.Holidays:

- a. Residents shall take all their personal belongings with them when returning home during summer and winter vacations. The University shall not be held liable for any personal property damage or loss. Any personal belongings left will be discarded as waste, and the owner will be punished under the applicable rules. The place for residents to deposit their stuff and the applicable rules will be announced before the beginning of the vacation.
- b. If residents need to stay at the dormitory during the summer or winter vacation, they may file an application under the Rules of Application and Management of Short-term Accommodation at Student Dormitories of I-Shou University by a given

deadline.

- c. University-owned dormitories are closed during summer and winter vacations for maintenance purposes. It is strictly prohibited to enter the dormitory area without permission. Violators will be given a major demerit.

10. Moving in:

- a. When moving into the dormitory, residents shall pay accommodation fees, report to the dormitory management office with their student ID cards, and collect their room keys.
- b. After moving into the dormitory, dormitory cadre members shall lead residents to check amenities and property one by one. Residents are not permitted to displace any amenities in their rooms.
- c. Residents shall complete the check-in process within one week of the first day of school.

11. Check-out process:

- a. After dormitory superintendents and dormitory cadre members have double-checked the amenities and property together and signed the dorm room property card, residents shall return the room key to the dormitory management office to complete the check-out process.
- b. Before moving out of the dormitory, residents shall request dormitory superintendents to inspect dormitory amenities and property. Residents shall be held liable for compensation by a given deadline in case of any damage to dormitory amenities or property reported by dormitory superintendents. Failure to compensate as required may result in legal action for restitution and the cancellation of accommodation eligibility for the following academic year. Dormitory superintendents shall conclude the check-out process only after the compensation is made.

12. Dormitory cleanliness and security:

- a. Residents shall sort and recycle trash. To keep trash off the ground, they shall take their trash to garbage trucks or the recycling collection area instead of putting it in the dorm room, on the balcony, or in public areas.
- b. Residents are responsible for cleaning up doors, window glass, walls, floors, the bathroom, and amenities in their dorm rooms.
- c. The Office of General Affairs will assign personnel to clean up the dormitory surroundings, public restrooms, and public areas as well as to take care of trees and flowers.

- d. To keep dormitories neat and tidy, the Section will schedule dormitory cleanliness competitions, and residents are obligated to participate and clean their dorm rooms as well.
- e. To maintain dormitory security and safeguard residents' rights, environmental safety and cleanliness checks may be conducted subject to an announcement at the end of every semester and during summer and winter vacations.
- f. For the sake of cleanliness, safety, and maintenance of dormitories, dormitory superintendents and staff-in-charge may enter dorm rooms to take necessary actions if there is any potential violation or emergency, and residents shall cooperate with them.
- g. Residents are strictly prohibited from using or possessing personal electrical appliances that may endanger fellow residents without prior consent; storing illegal or dangerous substances at the dormitory; storing or setting off firecrackers or fireworks; cooking, drinking, gambling, keeping pets, and possessing cooking appliances, alcohol, mahjong tiles or other gambling paraphernalia; and getting involved in any activities that are dangerous, illegal, profit-seeking or jeopardous to public security. Violators shall be punished.
- h. Residents are strictly prohibited from climbing up or over dangerous areas, such as dormitory gates, fences, window sills, balconies, and parapets. Violators shall be punished.

13. Matters not mentioned herein, if any, shall be subject to the Housing Regulations for Dormitory Residents at I-Shou University.

- V. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.