

National Chung Cheng University Guidelines for Management of Master's and Doctoral Students' Dormitory

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- I. These Guidelines are formulated by National Chung Cheng University (hereinafter referred to as the University) to provide a comfortable dormitory environment for master's program and doctoral students, to fulfill the goal of offering life education and improve the management of student dormitories.
- II. The management of master's and doctoral dormitories shall follow the Guidelines, unless otherwise stipulated by laws and regulations.
- III. Student residents who damage or lose dormitory public property shall be liable for the damages. For more details, please refer to the "National Chung Cheng University Regulations for Use and Safeguarding of Student Dormitory Public Property".
- IV. Student dormitory shall be allocated in the following manners:
 1. One dormitory room for 1 or 2 doctoral students;
 2. One dormitory room for 2 master's program students;
 3. Male and female students live in separate dormitories;
 4. Roommates matching can be arranged freely but shall be reported in advance.
Dormitories for new students shall be arranged by the Life Affairs Division.
 5. International students, overseas Chinese students and local students may live together.
 6. Students with disabilities who need their parents' company when accommodating in dormitory with cause shall be allowed to do so only upon evaluation of the guidance center and approval by a special meeting.
 7. Where there are no master's or doctoral students filling the vacant spaces, the remaining spaces may be filled by undergraduate students until the end of the current academic

year.

- V. Master's degree and doctoral students shall apply for dormitory accommodation from their institutes every year. All institutes shall hand in the name list of boarding students to the Life Affairs Division of the Office of Student Affairs within specific time limit. Every new student will be given a temporary access card to the dormitory in the first semester, which shall be handed back within three days after registration. If they lose their temporary access card, they shall be liable for the equivalent compensation.
- VI. Students who give up dormitory accommodation in the second semester shall submit related applications at the end of the first semester. Those who do not complete the application for giving up accommodation within specific time limit shall be regarded as continuing their original accommodation and shall pay the boarding fees as provided.
- VII. After receiving the boarding applications, the Office of Student Affairs shall follow Article 4 of the Regulations to assign dormitories according to the following priority ranking:
 - 1. Students with disabilities, overseas Chinese students and international students. (International students with scholarship are ensured to accommodate freely in the dormitory till the third year of the master's program and the sixth year of doctoral program.)
 - 2. President and vice-president of Student Union, and minister and vice-minister of Student Affairs Service Department (limited to postgraduate students).
 - 3. Based on 3% of total students of annual dormitory bed assignment, male and female beds are retained for follow-up replacement and supplementation.
 - 4. Students of special difficulties and indigenous students who are eligible for financial support shall be assigned dormitories first upon review and approval of the "Students of Special Difficulty Applying Dormitory Accommodation Priority Meeting".
 - 5. If there are only three or fewer male and female students in an institute, all these students shall be assigned dormitories. Other graduate schools shall be assigned three quotas first. The remaining bed vacancies are assigned according to the male and female percentage of all graduate schools. The priority shall refer to students' opinion and be stipulated by every graduate school and then submitted to the Office of Academic Affairs for filing.
 - 6. Upon assignment in said manners, the Office of Student Affairs will announce bed vacancies arising from students' moving out of the dormitories due to voluntary suspension of study, drop out from school and graduation. Moreover, senior doctoral students have the priority of doctoral dormitory.
- VIII. Those who do not go through dormitory accommodation procedures but live in dormitories without permission shall be disqualified for accommodation application and shall be disciplined according to the School Regulations.
- IX. For the sake of public security and peace, student residents shall not have the following behaviors:
 - 1. Change their specified dormitories or beds without permission;
 - 2. Disturb others by gambling, smoking, excessive drinking, fighting, climbing over the

wall or windows and making noises;

3. Store dangerous or forbidden goods;
4. Those who accept stay-over visitors or bring the opposite sex to the dormitory shall be handled according to related regulations;
5. Bring merchants to the dormitory to sell goods or bring missionaries to preach religion;
6. Change or move the original facilities of the dormitories without permission;
7. Burn any goods in the dormitory;
8. Occupy the corridor, stairs or public areas for storage without permission;
9. Raise pets in the dormitory;
10. Visitors of opposite sex to the dormitory shall comply with National Chung Cheng University Regulations for Students Receiving Stay-Over Visitors or Visitors of the Opposite Sex.
11. In addition to said behaviors, any behavior disturbing dormitory security and peace is forbidden. Moreover, student residents should avoid using electrical equipment with high power consumption, and using of gas stove is forbidden.

- X. After assignment of dormitories and beds, the Office of Student Affairs shall make partial adjustments based on practical situations to make full use of the dormitories. Unused dormitories shall be closed to facilitate maintenance and management.
- XI. Student residents shall live out of the dormitories during the summer and winter vacations. However, those who participate in teaching-related activities, approved club activities or other special causes can apply to stay in the dormitory. The detailed implementation shall be governed by the “Guidelines for Management of National Chung Cheng University Student Dormitory Accommodation in the Duration of Summer and Winter Vacations”.
- XII. Dormitories for which no application for accommodation in winter and summer vacations is filed shall be managed by the Division of Life Affairs temporarily.
- XIII. Students with the following behaviors shall vacate the dormitory:
 1. Academic Suspension, drop out or transfer from the University;
 2. Voluntary withdrawal from dormitory;
 3. Ordered to withdraw from dormitory per the Guidelines.
- XIV. Student residents stipulated in Article 13 shall vacate the dormitory and hand back public property within 7 days since the next day after confirmation of withdrawal. Any violation by boarding students against the above regulations shall be handled by the Office of Student Affairs and relevant units of the University and the students will not be eligible to re-apply for dormitory accommodation.

XV. Refund and difference payment:

1. Freshmen and transfer students who cannot get used to the dormitory environment and management in the first semester can apply to vacate the dormitory and get a refund based on the following standards:
 - (1) Those who live in dormitories for less than 1/3 of total school days can be refunded 2/3 of the total boarding fees.
 - (2) Those who live in dormitories for more than 1/3 but less than 2/3 of total school days can be refunded 1/3 of the total boarding fees.
 - (3) No boarding fees will be refunded to those who live in dormitories for over 2/3 of total school days.
2. Students who withdraw from dormitories for suspension and drop out from the University shall follow the above-mentioned guideline.
3. Non-freshmen including the freshmen studying in the second semester and above shall follow the following refund procedures based on their payment and accommodation situations:
 - (1) For those who fail to pay the boarding fees:
 - A. If the students wish to have the item of boarding fees removed from the registration list for the next semester, they shall report it to the management division before the end of the first semester of each school year and July.
 - B. Those who apply to vacate the dormitory after said dates and before the occupying date shall still cooperate to pay boarding fees at their registration. Their boarding fees will be refunded after the beginning of the new semester.
 - C. Those who have been assigned a dorm bed but fail to pay boarding fees before the beginning of the new semester shall be disqualified to live in the dormitory.
 - (2) For those who have already paid the boarding fees:
 - A. Students who have not moved into the dormitory:
 - ① Those who apply to the Management Unit for vacating from the dormitory after the move-in date and before the beginning of the semester shall have NT\$1,000 of their cash deposit confiscated. Their boarding fees will be refunded after the beginning of the new semester.
 - ② Those who apply to the Management Unit for vacating from the dormitory after the new semester begins or have been checked and confirmed by Management Unit to withdraw from the dormitory can be refunded 2/3 of total boarding fees within 1/3 of the total school days of that semester since the application or checking date, 1/3 of the total boarding fees between 1/3 and 2/3 of the school days and can't be refunded if 2/3 of the total school days has passed.
 - B. Students who have lived in the dormitory: Freshmen studying in the second semester or other present students volunteered to board in the dormitory can

get no refund when they vacate. Only those with special situations (with attached certificate files or personal statement of difficult situation) can be treated as individual cases.

- ① Students shall attach related files and go through administrative procedures in departments for signature and then apply for a refund. Upon approval, they shall deliver copies to the Management Unit to for refund.
- ② The cash deposit will not be refunded.
- ③ Personal power consumption is subject to actual meter number.
- ④ Students can be refunded 2/3 of total boarding fees within 1/3 of the total school days of that semester from the date they inform the Management Unit of the vacation from the dormitory. 1/3 of the total boarding fees will be refunded between 1/3 and 2/3 of the school days, and no refund will be granted if 2/3 of the total school days has passed.

C. Those who have paid boarding fees but delayed to move into the dormitory shall be deemed as reserving their accommodation rights with such boarding fees. The Management Unit shall retain their bed vacancy (the bed location shall be subject to the due adjustments by the Management Unit) and students are not permitted to ask for refund with the reason that they have not lived in the dormitory.

4. Bed vacancies generated because of students' graduation or vacating from the dormitories will be filled up by the Office of Student Affairs. Students filling in these vacancies shall be charged according to the following standards:
 - (1) If the number of days is no more than 1/3 of the total school days of that semester, students shall pay the total boarding fees.
 - (2) If the number of days is more than 1/3 but less than 2/3 of the total school days, students shall pay 2/3 of the total boarding fees.
 - (3) If the number of days is over 2/3 of the total school days, students shall pay 1/3 of the total boarding fees.
5. The above school dates are subject to the announcement by the University in the annual administrative calendar.

XVI. Payment and refund for dormitory cash deposit:

1. Student residents shall pay boarding fees and cash deposit.
2. Expenses caused by improper use of or damage to the public property in the dormitory shall be deducted from the cash deposit.
3. After the expiration of dormitory accommodation, all cash deposit will be refunded to student residents without interest except for the deducted money stipulated in the Guidelines.

XVII. Graduates shall vacate their dormitories within 7 days upon their completion of related procedures. If they cannot leave dormitories in time for special reasons, they shall ask for

permission from the Office of Student Affairs to stay in dormitories.

XVIII. In addition to other punishments stipulated in the University School Regulations, student residents who disobey the regulations in Article 9 shall also be punished as follows:

1. For the first violation, a student will be issued a Violation Notice by administrators to announce the violation.
2. For the second violation, the violator's dorm number, department and name will be publicly noticed and informed to their mentor.
3. For the third violation, the student will be ordered to vacate the dormitory.
4. Students who are ordered to vacate the dormitory shall leave the dormitory within 7 days from the notice date. If they do not vacate within specific time limit, they will be regarded as giving up their personal belongings and will be compulsorily enforced to vacate by the University resident security guards.

XIX. Those who are ordered to vacate the dormitory for violations against dorm regulations are ineligible to apply for dormitory accommodation.

XX. Student residents' violation against dormitory regulations and the University Student Reward and Punishment Guidelines shall be handled according to the University School Regulations.

XXI. Dormitory social halls and other public spaces of the dormitory are only open to activities related to dormitory affairs held by student residents. Other organizations and individuals have no right to borrow the said places.

XXII. According to the pay-as-you-go principle, the charges of electricity of the student dormitory and public space should be shared by each student in the dormitory.

XXIII. The Office of General Affairs and related units shall ask the Office of Student Affairs to inform students and be accompanied by personnel of the Office of Student Affairs to fix, construct or manage related matters in students' dormitories.

XXIV. The Office of Student Affairs shall provide student residents with related Dormitory Accommodation Regulations and Dormitory Public Property List when they move into dorms, and assign personnel to jointly check the public property and then give them their dorm keys after they sign the dormitory contract.

XXV. In terms of accommodation period, doctoral students can live until their fourth year while master's program students can live until their third year.

XXVI. The Office of Student Affairs shall check security, sanitation and other problems in public areas of the dormitories together with related units.

XXVII. These Guidelines shall be reviewed and approved by the Student Affairs Meeting, and shall be enforced upon the President's approval. The same shall apply where these Guidelines are amended.