

National Taipei University of Education Guidelines for Application, Supervision, and Management of Student Dormitories

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Article 1 The National Taipei University of Education Guidelines for the Application, Supervision, and Management of Student Dormitories (hereinafter referred to as “the Guidelines”) have been drafted for the purpose of efficient utilization of student dormitories as well as the improvement of the students’ life education.

Article 2 This Regulations are for the following types of student accommodation:

1. Foreign Graduate Student Dormitory: Refers to dormitory rooms for foreign graduate students.
2. General Dormitory: Refers to 6-person dormitory rooms with bunk beds.
3. Resource Dormitory: Refers to dormitory rooms for students who is reviewed and approved by The Office of Student Affairs’ resource classroom.
4. Care Dormitory: Refers to dormitory rooms for dormitory students who have suddenly fallen ill.

The waiting list for beds referred to in this Regulations refers to beds made available by students withdrawing from the dormitory.

Article 3 The University excludes those whose domicile are in Taipei City or New Taipei City MRT areas, students who are a danger to themselves or others, students who are a threat to freedom or property of others, undergraduates with delayed graduation(The students who apply for exchange program or the transfer students shall not be subject to this limitation.), master's program students who are in their third year or above and doctorate students who are in their fourth year or above, or students who are subject to other items under this Regulations.:

1. Students must have a valid Disability Card or University Resource Education (disability) certificate.
2. Students from low-income households with proof of receiving subsidies from the local government agencies.
3. Those from low-income households who have official proof of receiving subsidies from the local government.
4. Recommended indigenous students
5. Recommended students from Kinmen and Matsu areas as well as the offshore islands
6. Overseas students
7. The student council president and vice president; student parliament president and vice president; student department committee heads (excluding those from Taipei City or New Taipei City), meals committee chair, dormitory services volunteers, campus patrol team members, and dormitory committee officers
8. Freshmen and new transfer students

Applicants have established domicile outside the abovementioned excluded domicile area for more than a year. At the time of application, a detailed chronicle household registration transcript or a copy of new-form household certificate must be presented. Exceptions are made for applicants who have established domicile for less than a year for reason beyond the applicants (such as change in the family, change in parental employment or location of employment), and sufficient document of proof must be provided.

All bed spaces in the student dormitory require ladder climbing for access.

Students who are unable to climb ladders due to health issues should carefully assess their decision before applying for accommodations. Those who apply for general dormitory rooms will not be able to move into charity or resource rooms later, exceptions may be made if medical certificate is issued and beds are available in the Resource Dormitory.

Overseas graduate students (not including of the overseas Chinese students and Mainland Chinese students.) shall first apply for the Foreign Graduate Student Dormitory. Only when the graduate dormitory is filled up can the General Dormitory be applied according to Item I of this Regulations. Students who relinquish the Foreign Graduate Student Dormitory may not apply for the General Dormitory.

Article 4 Allocation of dormitories and review authority are as follows:

1. Aside from assigning the dormitories in order of priority, Eligible sophomores, juniors, and seniors who have submitted their applications to the Division of Daily-Life Guidance within the deadline will have their documents reviewed by the dormitory management personnel. After they make sure that all the weighted figures are correct, the personnel then place all the applicants' names into the student dormitory management system for "weighted random selection" before making the final selection announcement. The weightings will take the commute distance between students' residences and the school into account. The competent authority will hold a meeting to discuss and establish weighting proportions for the following year.
2. If there are any vacant bed spaces after bed spaces have been distributed to freshmen students, they will be made available to the applicants who were not given bed space in the first round in accordance with the above order.
3. Students who experience personal or family emergencies (such as fire, natural disasters, major illness, etc.) should submit verification documents (proof of residential damage, household registry, etc.) for the current year to the Office of Student Affairs. These applications will be treated on a case-to-case basis and will be given priority for bed space upon approval from the Dean of Student Affairs.
4. Application for dormitory waiting list shall be handled in accordance with the Guidance and Counseling Section announcements, with the exception of Article 3 of this Regulations.

5. A portion of General Dormitory respectively, will be reserved for use by graduate school students. The method and time of application shall be announced at a later date once graduate school students report to the school.

Article 5 Students are required to abide by the following dormitory regulations:

1. Students living in the dormitory should work with dorm management personnel in implementing data files for the student dormitory management system and setting up student ID codes for the dormitory access system. Every semester, after receiving the forms for dorm fee, dorm internet fee and deposit payment, students should go to the designated bank and pay within the specified period. Before the students leave the dorm or before the dorm closes for summer or winter breaks, the Division of Daily-Life Guidance, the Division of Property Management and members of the Student Association will do an inventory to make sure that all public properties are accounted for and that the air-conditioning fees for the rooms have been fully paid before returning the deposit after the end of the semester. Those who fail to comply with the above regulations shall either have deductions from their deposits or forfeit their entire deposit for damages.
2. Use and sale of illegal drugs is prohibited on dormitory premises.
3. There is the cooking area in the lobby of dormitory. It is not allowed to cook outside the cooking area. The regulation of using cooking area is stipulated separately.
4. All power outlets in the dormitory are limited to use for electric fans, computers, printers, hair dryers, radios, razors, desk lamps, battery chargers, and electric mosquito coils. They may not be used for dehumidifiers, heaters, cookers, bread toasters, microwave ovens, DVD players, air-conditioners, irons, rice cookers, immersion heaters, electric cookers, portable air-conditioners, induction cookers, coffeemakers, electric kettles, egg cookers, refrigerators, or any electrical or gas appliances that may cause power overload or be hazardous in nature. Please refrain from using the above items to maintain the safety of the dormitory.
5. For electronic appliances not mentioned above, students and their parents will be held liable for the compensation of any accidents arising from prohibited use of high power consuming, high load, or hazardous appliances.

6. Bicycles, scooters, motorcycles, and other personal items may not be parked or kept in the dormitory's public area.
7. Students cannot hang their clothes or put up any hanging devices that compromise public safety in the hallway, the recreation hall, and inside the room.
8. Pets and other animals are not allowed on dorm premises.
9. Electric bills for air-conditioners will be shouldered by the students and should be processed according to the "Regulations for the Use of Dorm Air-Conditioner IC Cards".
10. Silence should be maintained in the dorm. Sounds and behavior that disturb others such as reveling, quarrels, fights, gambling, and alcoholism are prohibited.
11. Mahjong (whether of a gambling nature or not) may not be played on dorm premises.
12. Furniture, audio-visual equipment, as well as newspapers, magazines, or equipment in the recreation hall may not be taken out or connected to equipment brought in from the outside.
13. Students are not allowed to transfer accommodation rights or change rooms or bed space without prior permission.
14. Dorm residents may accept visits from faculty members or join university activities on the principle that such visits do not violate personal privacy. Any person in violation of this regulation should allow management personnel and dorm officers to enter the premises and investigate.
15. All dorms are non-smoking.
16. Dorm residents may not entertain individuals who are not from the university or those who do not live in the same dorm within the premises.
17. Friends visiting their classmates due to illness must first obtain consent from the classmate and his/her roommates and go to the front desk to submit their identification (student ID) to the manager before entering the room. Homework discussions should be held at the recreation hall. To ensure the rights of the other residents, no more than 4 people may enter for a period of no more than 2 hours each time once a day, from 08:00 – 22:00. Violators shall be punished according to these guidelines.

18. Students may not store illegal or flammable items on the premises. Unless in the case of emergency evacuation, the two safety doors on the side should not be opened.
19. For non-dorm residents who violate university regulations or dorm guidelines within the premises, punishments will be meted out according to the residential deductions, based on the university's Guidelines for Rewards and Punishments. Furthermore, the incident will be noted in the weighted percentage for dorm application.
20. Students of the university who violate the regulations during winter and summer breaks will be handled according to these guidelines. Students or individuals from outside the university will be immediately ejected from the premises for major infractions and relevant organizers shall be notified.

Article 6 To maintain the safety and order of the dormitory, violations are recorded on a point system, with a maximum of 10 points per offense, which will be used as an important basis for reviewing dorm applications.

1. Stealing, using and selling drugs, invasion, or rummaging through the personal property of others, and other offenses (10 points)
2. Playing mahjong and gambling in the premises (10 points)
3. Destroying important and safety dorm facilities or opening the side safety doors at will (10 points)
4. Transferring accommodation rights and changing rooms or bed spaces without permission from the Division of Daily-Guidance of the Office of Student Affairs (10 points)
5. Proven vandalism (aside from vandals who are not residents), where damages have not been paid or items have not been restored within a specified period following a written notice (10 points)
6. Cook outside the cooking area. (10 points)
7. Storing prohibited and flammable items within dorm rooms (10 points)
8. Entertaining or allowing non-dorm individuals to stay overnight in the dorm room without the approval of management personnel (10 points)
9. Using disallowed electrical appliances (10 points)
10. Fighting, drinking, or making trouble in the dorm (10 points)

11. Leaving garbage around the dorm room; not sorting trash, not using proper trash bags, leaving garbage outside the dorm room and adversely affecting the cleanliness of the environment (3 points)
12. Parking or leaving bicycles, motorcycles, and other items in the dorm public area (3 points)
13. Hanging clothes in the hallway or the recreation hall or putting hanging devices inside the dorm room that would compromise public safety (3 points)
14. Keeping pets or other animals in the dorm room (5 points)
15. Refusing to allow faculty members or management personnel (dorm supervisors) to visit (5 points)
16. Refusing to open dormitory room during Open House or for cleanliness inspection reviews before dormitory closing (5 points)
17. Smoking in the dorm. (10 points) Students caught smoking must join the Health Promotion Administration Smoking Cessation Workshop for 2 weeks to avoid ejection from the dorm. A second offense will result in instant ejection.
18. Sounds and actions that may disturb others within dorm premises such as reveling and loud arguments (3 points)
19. Taking out newspapers and magazines on display, equipment, tables, chairs, or other public facilities from the recreation hall for private use (4 points)
20. Maintain silence when watching TV in the recreation hall; turn to the channel preferred by most of the people present. In the event of a dispute, 3 points will be imposed on those who refuse to listen to the advice of management personnel, dorm supervisors, dorm committee members, or dorm service volunteers. (3 points)
21. Using the dorm refrigerator without following the rules for storage and pick-up or storing disallowed items (3 points)
22. Failure to remove personal belongings from the dorm before dorm opening or closure or submit fees before the indicated deadline (3 points).

For serious violations of the matters listed above, aside from point deductions, punishments will be meted out according to the Guidelines for Student Reward and Punishment. For minor infractions, one point can be taken off for every two hours of campus service and shall be governed by

the Provisions for Correctional Behavior. For serious misdemeanors (10 points), punishment is automatic dorm ejection; no make-up measures will be given. Students who are unable to make-up for all the points within the time period of the bed space application will have 10% per point deducted from their weighted percentage for the next school year. Those who are unable to complete service make-up within the school year may not apply for summer dorm residency or carry out individual application for the following school year.

Article 7 Identification of the violations in the previous articles will be made by the relevant dorm personnel and announced once it has been signed and approved by the senior official responsible. Point deductions will be made by school year and shall be cumulative.

Article 8 From the start of his or her residency, students who have accumulated 10 misdemeanor points will be rendered ineligible for dorm application during the remainder of their time at the university, after approval by the university president based on the information collated by the Division of Daily-Life Guidance of the Office of Student Affairs and signed by the relevant office. The university shall also notify the student's parents and homeroom teacher and issue an order for the student to vacate the dormitory within two weeks.

Article 9 Those who obtain bed space eligibility must apply for check-in within the first week of school; failure to do so will be equal to forfeiture. Students who do not move in within the allotted time or use the bed space as a place to nap or to do other things will be ejected from the dormitory if proven guilty. Those who do not plan to continue living in the dorm during the following semester must submit an application to the Division of Daily-Life Guidance before the end of the current semester. Failure to do so will be considered as continuation of residency. Students who withdraw from the dorm before the opening of the dorm will have their deposit deducted and the remaining balance returned without interest.

Article 10 The dormitories will be inspected at the end of the semester and before the graduating students leave school. Should it be found that public property is missing, written notification will be sent to the student. In the event that the student fails to provide proper compensation within the designated period, deductions will be made on the deposit; amounts exceeding the deposit will be pursued legally and the student shall be considered ineligible for dorm application for the remainder of his or her time at the university.

Article 11 Relevant dorm fees should be paid within the designated time period at the

designated banks after the payment forms are received. Students who do not make the payment after notification of overdue payment will be ejected from the dorm and considered ineligible for dorm application the remainder of their university stay.

Students who obtain the low-income household certificates issued by the county (city) government do not need to pay the dormitory fee. The students' dormitory fee is subsidized by university or other plans are required to put in 20 hours of dormitory service every semester. Those who do not complete the 20 hours of service will forfeit their privilege of priority lodging for the next semester.

The dormitory fee in summer and winter vacations shall be charged based on the dormitory fee of current semester proportionally.

Article 12 Dorm residents in the following situations should apply for dorm check-out:

1. Those who apply for leave of absence, withdrawal, or transfer
2. Those who voluntarily withdraw from the dorm
3. Those who are ejected from the dorm
4. Those who are afflicted with communicable diseases or conditions which may adversely affect the health of other students
5. Those who pose a danger to the life, freedom, property, and safety of themselves or others
6. All incidents involving sexual harassment, sexual bullying or sexual assault have been investigated and found to be true by Gender Equity Education Committee of the University.

Prior to the implementation of Items 4,5&6 above, relevant units must first set up ad hoc committees for meetings and approval.

Article 13 Students who are leaving the dorm permanently should go through the following procedure:

1. Return public property to dorm management personnel and obtain a dorm check-out form. For students who registered the dorm address as their official household, they should transfer residency first.
2. Bring the dorm check-out form to Division of Daily-Life Guidance to register dorm check-out

3. Apply for refund
4. If a dorm resident has destroyed public property, the dorm management personnel should only issue a dorm check-out form upon payment relevant fines and damages.

Article 14 Aside from students who have already stayed in the dorm for more than one-half of the semester upon which he or she may not apply for a refund, when a dorm resident applies to leave the dorm, the following are the procedures for getting a refund (except dorm ejections):

1. Students with a dorm residency period that is less than one-third of the semester may get a refund of one-half of their dorm fees.
2. Students with dorm residency period that is more than one-third of the semester but less than one-half of the semester may get a refund of one-third of their dorm fees.

The dorm residency period above is calculated from the date of matriculation until the date registered by the Division of Daily-Life Guidance as dorm check-out. There is another refund procedure for winter and summer breaks.

Internet fee shall not be refunded if the applicants withdraw from the dormitory after having completed check-in procedure.

Article 15 Payment regulations for replacement bed space:

1. For getting a replacement bed space before one-third of the semester has passed, full dorm rates will be paid.
2. For getting a replacement bed space after one-third of the semester but before one-half of the semester has passed, two-thirds of the dorm rates will apply.
3. For getting a replacement bed space after one-half of the semester has passed, one-half of the dorm rates will apply.

Article 16 These guidelines have been approved by the Student Affairs Meeting and implemented following approval by the University President.