

# **National Chung Hsing University Guidelines on Rules and Punishment for Female Dormitory**

- Article 1** All incidents involving the accommodation period and the dormitory area shall be governed by this dormitory agreement.
- Article 2** To maintain the order of the dormitory, the Female Dormitory Service Committee will supervise the implementation of this dormitory agreement. If there is a violation of this dormitory agreement and the specific circumstances are true, punishment will be imposed by the regulations of the agreement. Students who receive 15 penalty points can only stay in the dormitory until the end of this semester and are not allowed to apply for accommodation in the future. Students who receive 20 penalty points should withdraw from the dormitory within one week. No objection will be accepted. (Please refer to the "Punishment Guidelines against the Rules of Female Dormitory" for further details).
- Article 3** The dormitory beds are allocated and adjusted by the service center, and boarding students are not allowed to refuse the bed arrangement and adjustment. In addition, if there is only one person left in the dormitory, the service center has the right to arrange to change to another dormitory due to consideration of safety needs (not included in the number of room changes). Students who live in dormitories, change beds, or sleep in other people's rooms without permission will receive 15 penalty points. If you want to change the room, you can apply during the application period of each semester. Each student can only change room once in the semester, except for the following situations. (1) Those who are seriously incompatible with their roommates, and the coordination of the service committee is invalid. (2) Those who have limited mobility due to injury and need to apply for a restroom. (3) Unexpected cases. If you do not apply in advance, it will be regarded as changing the bed without permission.
- Article 4** Ball playing in the female dormitory or on the corridors in public areas is prohibited.
- Article 5** It is forbidden to post all kinds of propaganda posters in the female dormitory. Once found, they will be removed without any objection, except for the health and education sheets of the school units approved by the female dormitory service center.
- Article 6** If you publicize activities (including handing out flyers), recruit members in the dormitory, or bring non-resident students into the dormitory for publicity, you will be punished with 10 penalty points. If the resident students encounter this condition, she can search for evidence.
- Article 7** Respect the different living styles of roommates. If the resident needs to do homework late at night, turn off the main light and turn on the lamp after 00:00. and act gently. Also, it will be better to sleep early to stay healthy.
- Article 8** Curfew of the dormitory gate is 24 hours. The resident should use her student ID card to enter and leave the dorm.

**Article 9** The key points for handling violations are as follows:

1. No smoking in the dormitory. Those who violate this regulation will receive 10 penalty points. No drinking in the dormitory area. Students who drink in the dormitory will receive 5 penalty points. Students who arouse commotion after drinking will receive 10 penalty points, and serious cases should withdraw from the dorm immediately
2. Keeping pets, including dogs, cats, rabbits, insects, fish, birds, rodents, amphibians, reptiles, and rare animals inside the dormitory, is prohibited. Those who violate this regulation will receive 5 penalty points.
3. Do not use appliances including electric stew pot, induction cooker, TV, iron, dehumidifier, refrigerator, electric heater, or electronic devices with over 500W (hair dryer and computer excluded). Those who violate this regulation will receive 5 penalty points and more penalties for a serious situation.
4. Kerosene stoves and cassette cookers are prohibited in the dormitory in case of an accident. Students who violate this regulation should withdraw from the dormitory.
5. From 00:00 to 07:00, washing machines, clothes dryers, and dehydrators are prohibited. If anyone violates the rules, anyone can lift the cover, and those who violate this regulation will receive 5 penalty points.
6. Please maintain the cleanliness of the dormitory, and do not break any public property. Do not place any personal items that interfere with the passage of others in the public area (including the corridor outside your bedroom). Those who violate this regulation will receive 10 penalty points.
7. Residential students are not allowed to bring the opposite sex or non-residential students into the dormitory or stay in other dormitories of Chung Hsing University. Violators will receive 10 penalty points., and serious cases should withdraw from the dorm immediately.
8. Students who do not apply for staying during summer and winter vacation but still live in the dormitory should pay the residence fee, electric and water bill. 10 penalty points will be given to violators who continue to stay in the dormitory the next semester.
9. Residents who acquired a bed in the dormitory but do not live in it or residents who have not stayed in their dormitory room 3 times per week should withdraw from the dormitory. Students who violate this regulation should withdraw from the dormitory.
10. Please keep your voice down inside and outside of the dormitory area. Residents should not disturb other residents in their neighboring rooms. Those who violate this regulation will receive 5 penalty points. Students who ignore the warning and keep disturbing others will receive 10 extra penalty points.
11. Please respect other dormitory students and do not infringe on the privacy of others. Violators will be given 5 penalty points, which can be increased to 20 penalty points

depending on the severity of the case. Do not open other people's rooms, drawers, or wardrobes without permission, or steal others' property. Violators will be punished according to the seriousness of the case. Except when the service committee members are on duty, they can enter the dormitory students' rooms to perform official duties within the scope of official duties, and the students shall not object.

12. Those who do not dispose of garbage according to the classification instructions of the dormitory will receive 10 penalty points and need to do five hours of labor service. If students do not want to perform labor services, another 10 penalty points will be given.
13. Do not dump food residue like used tea leaves, noodles, and fruit peel in the water cooler, sink, or toilet. Those who violate this regulation will receive 10 penalty points.
14. Do not divert public property (including sockets in public areas) to private use. Those who violate this regulation will receive 10 penalty points.

**Article 10** Regulations of parking bicycles and motorcycles in the female dormitory are as follows:

1. All residents in the female dormitory have the right to apply for a parking license. Residents can only apply for a license for their vehicle. If an applicant is found applying for a license for another person, this right will be suspended during her staying in the dormitory.
2. The vehicle license is allocated and adjusted by the service committee, and the vehicle license cannot be changed at will, nor can it be canceled or applied for a replacement parking space without any reason.
3. Bicycles can only be parked at the bicycle frame, and scooters can only be parked at the scooter parking lot. One vehicle can only have one license.
4. Parking outside of the parking lot will be considered a violation, and the vehicle will be locked up. The owner can go to the service center to unlock their vehicle.
5. Penalties for traffic violations: Violators will be fined NTD 100 to unlock their vehicle. Violators can also unlock their vehicles by doing a one-hour labor service. (The time for violators to unlock their vehicles in the service center: 9 A.M to 10:30 A.M; 6 P.M to 7 P.M.)
6. Residents who violate regulations three times in an academic year will be canceled qualification for parking license immediately. Also, can't re-apply parking license in the same academic year.
7. Residents who break the lock will be charged for their deposit. Those who unlock it by themselves will receive 5 penalty points.
8. All residents can't park vehicles in front of each building at any time.
9. Please refer to "National Chung Hsing University Guidelines on Management of Bicycles and Motorcycles in the Dormitory" for further details.

**Article 11** Female dormitory will charge the residents with electricity bills, cleaning fees, internet fees, cleaning deposits, and property deposits.

1. Electricity bills will be collected at the start of the semester. The dormitory will return the overcharge and demand payment for the shortage at the end of the semester.
2. Cleaning fee covers the cleaning of public areas in the dormitory so the money will not be refunded.
3. Cleaning deposit and property deposit will be fully refunded at the end of the school year. However, if the room members failed to pass the cleaning inspection carried out by the dormitory service committee members, or failed to withdraw from the dormitory in time, the cleaning deposit will not be refunded. If any property in the room is damaged, the room members shall bear the cost jointly, and compensation will be charged for their deposits.
4. Residents who do not pay the fees on schedule each semester should receive 10 penalty points. Those who failed to make the payment after being urged by the dormitory will receive double penalty points, and their parents will be informed.
5. Internet fee will not be refunded.

**Article 12** Terms of using the dormitory Internet:

1. If any change to the application information is made, please modify it via the "Internet ID card number" system on the web page of the dormitory Internet.
2. Uploading should not exceed 4GB. Also, downloading should not exceed 7GB. The Internet of the violators will be cut by the machine in the computer center until 05:00 the next day.
3. The service hours of the internet administrators are published on the whiteboard beside their room.
4. Using the internet of the dormitory to commit cyber-crimes, such as delivering spam, cyber-attack, privacy violation, or any action that will break the internet operation is not allowed for the users. If violated, the internet service will be cut off for 6 hours.
5. To obey intellectual property rights, it is prohibited to use P2P software and we will suspend the application that the offenders are using.
6. If you want to use the Internet in the dormitory, you need to connect the network route. Then, you need to open the browser, enter "140.120.4.13" and register it.

**Article 13** Using the public refrigerator of the dormitory, please follow the NCHU dormitory public refrigerator using management regulations, if you don't follow the management regulations, receive 5 penalty points, and you still don't follow the rules, the penalty points will be accumulated.

**Article 14** Please follow the rules for the use of public spaces in each building. Those who do not follow the rules will receive 5 penalty points, which will be accumulated after repeated persuasion.

**Article 15** It is forbidden to use tape, paste mirror, seamless clay, hook, or something sticky to damage the bed set, the wall, the window, or the floor. If you have the necessary to use it, please use seamless hook and seamless type, and clean it up when withdrawing from the dormitory (No sign is a must), someone who violates the rules should be deducted the property and clean deposit.

**Article 16** Please do not throw toilet paper, sanitary napkins, tampons, kitchen waste, and other things into the toilet to avoid toilet clogging, if you still do it, the room should afford the repair fee.

**Article 17** Do not open the electric box without permission. Once discovered, the whole room should receive 10 penalty points, and if you still don't follow the rules, the penalty points will be accumulated.

**Article 18** Residents who do not bring the room key and borrow the key from the guard room more than twice, starting from the third time in the school year, must register for labor service for one hour each time, with a deposit of NT\$100. It must be executed within one week, and the deposit will be refunded after the labor service is executed.

**Article 19** The way for residents to cancel points:

1. Residents who have points should fill in an application form within seven days. Over seven days the application will not be allowed.
2. Applicants should finish doing labor work within two months. If you can't finish it within two months, your points will not be canceled out.
3. Doing labor service one hour for canceled one point out. The labor service will be assigned by the female dormitory service center.
4. After doing the labor and service center's confirmation, the points will be canceled.

**Article 20** According to the regulation of the NCHU division of cashiers, residents should hand in a copy of the post office bankbook to the floor manager at a regulated time. And fill in the information on "NCHU Student Account Registration System". (<https://transformers.nchu.edu.tw/acclogin/>) Those who don't complete it and hand it in as above steps will not be able to get the refund after the end of the semester.

**Article 21** Please close the door behind you when you get into or out of the buildings. Residents who break or block the access control will receive 10 penalty points and need to compensate. Students who ignore the warning should withdraw from the dormitory.

**Article 22** Other acts of wasting public resources, violating public health, violating the rules for using public areas, or endangering living peace or public safety, the service committee may punish according to the circumstances, and those with serious circumstances may be withdrawn from the dormitory.

**Article 23** Any matters not covered herein shall be discussed and passed by the Female Dormitory Service Committee and the Female Dormitory Service Center. The revised Guideline will be implemented after approval by the Student Housing Service Division and public announcement.