

## **National Chung Hsing University Guidelines or Rules and Punishment for Second-Village Dormitory**

### Article 1:

1. This regulation is enacted according to Dormitory Regulations of National Chung Hsing University. Second-Village Dormitory Service Committee (SDSC) is responsible for implementing the rules to maintain the safety of the dormitory.
2. Students living in the dormitory should follow this regulation. Those who violate the rules shall receive Penalty points or be suspended from the dormitory according to the situation.
3. Penalty point is cumulative for an academic year. Students who receive 5 Penalty points will be unable to connect the internet for 3 days. Students who receive 10 Penalty points will be unable to connect the internet for 7 days, and their parents will be notified. Students who receive 15 Penalty points will be unable to connect the internet for a month and 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 be suspended from the dormitory within one weeks. No objection is accepted.
4. Residents who are on suspension or quit the school should leave the dormitory within 2 weeks; no objection is accepted.

### Article 2:

According to the provision of the Cashier Division, residents should register their **personal account information** in the Student Account Registration System. Residents who have not registered will not receive refunds in the end of the semester.

### Article 3:

Beds in the dormitory are allocated by Second-Village Dormitory Service Center. Residents are not allowed to reject the allocation and adjustment of beds.

Residents can apply for bed-changing under the following circumstances:

1. Residents who were in disorder with their roommates because of life style, which is proved by a member of SDSC.
2. Residents who suffer from illness and need special cares.
3. Other emergency situations.

Residents moving into the dormitory, changing their bed or room without the permission of Second-Village Dormitory Service Center shall receive 10 Penalty points. Changing beds without application is considered as changing bed without permission.

### Article 4:

Residents are not allowed to bring non-resident students to the dormitory. Those who violate the rules shall receive 5 Penalty points. Residents who take female students or allow non-resident students staying in the dormitory overnight shall be suspended from the dormitory.

### Article 5:

Curfew time for the dormitory gate is from 0:30 A.M. to 6:00 A.M. Residents who enter or leave the dormitory shall register first. Residents shall walk their scooters while entering the dormitory during the curfew period.

### Article 6:

1. Please close the door when entering and leaving the dormitory. Residents who block the gate shall receive 10 Penalty points and be requested for compensation. Those who constantly violate this article shall be suspended from the dormitory. Residents who break the access system shall be suspended from the dormitory.
2. Anyone who enters an unopened area without permission will be given 5 points and may be given a heavier punishment depending on the severity of the circumstances

### Article 7:

Residents borrowing the backup key of their room should return the key in 24 hours. Violators shall receive 5 Penalty points.

Article 8:

Residents who acquired a bed in the dormitory but do not live in shall be suspended from the dormitory. Once residents do not stay in dormitory room over 3 times per week shall be suspended from the dormitory.

Article 9:

Residents should lower their voice and not disturb other residents. Violators shall receive 5 Penalty points. Those who ignore the warning and constantly disturbing other residents will be measured per violation.

Article 10:

Residents should not use the washing machine, dryer and spin dryer from 12:00 A.M. to 6:00 A.M. Violators shall receive 5 Penalty points.

Article 11:

Playing ball in the dormitory area is prohibited. Violators shall receive 5 Penalty points.

Article 12:

It is prohibited to entering other people's room, opening drawers or closets of others without permission. Larceny is strictly prohibited in the dormitory. Violators will be measured in accordance with the seriousness of the situation. SDSC can enter students' rooms due to the needs of public affairs, residents cannot reject.

Article 13:

Residents should respect other residents and not infringe other's privacy. Violators shall receive 5 to 20 Penalty points in accordance with the seriousness of the situation.

Article 14:

It is prohibited to smoking, gambling and drinking alcohol in the dormitory area. Violators shall receive 10 Penalty points. Those who arouse commotion or fight after drinking will be suspended from the dormitory immediately.

Article 15:

It is prohibited to raising animals and putting plant in the public area or on balcony wall in the dormitory area. Violators shall receive 5 Penalty points. Those who constantly violate this article will be measured per violation.

Article 16:

Residents shall maintain the cleanness of the dormitory and recycle properly. Violators shall receive 5 Penalty points. Residents who do not dispose the waste in the designated area shall receive 10 Penalty points.

Article 17:

Kerosene stove, cassette cooker and other dangerous products are prohibited in the dormitory. Violators will be suspended from the dormitory.

Article 18:

High power appliance, including electric stew pot, induction cooker, electric caldron, TV, iron, dehumidifier, refrigerator, electric heater or electronic devices with over 500W, are prohibited in the dormitory. (Hair dryer, computer and refrigerator which is recognized and licensed by Second-Village Dormitory Service Centre are excluded). Violators will be measured in accordance with the seriousness of the situation.

Article 19:

Residents should not occupy public property and public sockets, pluck out the plug of the public property or the emergency evacuation equipment. Violators shall receive 5 Penalty points. Those who with serious violation will be punished by school regulations.

Article 20:

Residents should not destroy public property. Violators shall be measured in accordance with the seriousness of the situation and compensate the cost.

Article 21:

Residents should not place any belongings at the corridor, on the water dispenser, on the cable tray or in other public area. Violators shall receive 5 Penalty points. The items will be considered and disposed as waste.

Article 22:

Residents should not dump any food waste (e.g., tea leaves, noodles and fruit peel) in the water dispenser, sink, toilet, urinal and drain. Violators shall receive 10 Penalty points

Article 23:

Residents should not send the leaflet and paste the posters in the dormitory area without permission. Violators shall receive 5 Penalty points. Residents should get an approval stamp from Second-village dormitory service center before pasting the poster in the designated area.

Article 24:

Riding bicycle, motorcycle, skateboard, roller skates or other vehicles (wheelchair excluded) at the corridor of the dormitory area is prohibited. Violators shall receive 5 Penalty points.

Article 25:

Regulations on the parking of bicycles and motorcycles in the dormitory area are established according to National Chung Hsing University Student Dormitory Bicycle and Motorcycle Management Regulation:

1. All residents in the Second-Village dormitory have the right to apply for a parking license. Residents can only apply for the license for their own 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. Residents who don't have the parking license can not park in the dormitory area. Violators' vehicles will be chained.
3. Vehicles which are not parked in the permitted areas will be considered as violation and will be locked.
4. Violators who want to unlock their vehicles should follow the timetable and rules below. If the violators ask other people to go to Second-village dormitory service center to unlock for them, they should provide a letter of authorization.

Time	Mon. ~ Fri. 9:00 to 10:30	Mon. ~ Fri. 18:00 to 19:00 (i.e., closed during examination week)
Place	Second-Village Dormitory Service Center	Second-Village Dormitory Service Commission Office

5. Unlock requirement is not accepted beyond unlocking time. Parking license will be confiscated if anyone mandatory demand unlocks and not permit another license in current term.
6. Violator should pay a deposit of NTD\$100. Deposits are able to get back if violators finished 1-hour labor services. The deposit will be transferred into the endowment fund if no one takes it back. The parking license of the residents who violate this article for 3 times will be cancelled. Also, the residents will not be able to apply it for the whole semester. Those who constantly violate this article will be measured per violation.
7. Residents should not break or damage the lock which belongs to SDSC. Violators shall receive 10 Penalty points and be responsible for compensation. The parking license will be canceled as well.
8. Residents should not park their car, bicycles or motorcycles without parking license in the dormitory area. The vehicles of the violators will be chained; No objection is accepted.
9. Residents should not press the horn of their vehicle continuously in the dormitory area. Dangerous driving and is strictly prohibited. Violator shall receive 10 Penalty points.
10. Bicycles and motorcycles have to ride on correspond traffic lane or violator will receive 5 penalty points and never permit another license in current term.
11. Residents should not wash their vehicle and change the engine oil in the dormitory area. Violators shall receive 5 Penalty points
12. Changing parking license or any other demand could be poposed at Dormitory Service Center. Application will reserve for five days and applicant shall reapply after overdue.

Article 26:

Residents in Second-Village Dormitory should pay water and electricity fee, cleaning fee, cleaning and property deposit in advance every semester.

1. Water and electricity fee will be collected at the start of the semester. Dormitory will return the overcharge or payment of 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. If residents failed to pass the cleaning inspection carried out by SDSC, the cleaning deposit will not be refunded. The dormitory will hire professional cleaning crew to clean up the rooms. Cleaning deposit will be used to pay for the cleaning company.
4. If any property in the room is damaged, the room members shall bear the cost jointly, and the compensation will be charged from their deposit fee.

Article 27:

Regulations for the Internet in the dormitory:

1. Internet in the dormitory belongs to the university. Users should follow the rules of the computer center of the university.
2. The total flow (in and out) for a single day should not exceed 8GB; out flow should not exceed 4GB. The internet of the violators will be cut by the machine in the computer center until 00:00 the next day.
3. The Internet administrator of each building will announce the timetable for the internet management office to accept problem reporting.
4. It is forbidden for users to use the dormitory network to carry out any illegal acts, such as spamming letters, cyber-attacks, human rights violations, and any acts that disrupt the normal operation of the network. The network will be cut off for six hours (the network can be disconnected continuously). In severe cases, it will be manually cut off.
5. In order to protect intellectual property, internet of campus is abandoned to use P2P program, violators will be cut the program by the machine in the computer center.
6. If residents need set up a wireless access point, please agree the set-up rules and apply it to the internet manager. After approving it and confirming the necessity, the internet manager can assist to set up.

Article 28:

Regulations for the quietness building of the dormitory:

1. Please be quiet and do not disturb others in the dormitory.
2. Please follow the timetable below:
  - Turn off the main light between 00:00 and 06:00 A.M.
  - Turn off the Internet and the lamp between 01:00 A.M. and 06:00 A.M. The Internet will be cut off automatically. Residents who need to use lamp and Internet are able to go to the study room.
  - Limitations above will be cancelled before, during and after one week of the examination week. 3. To avoid disturbing other residents' sleeping time, please take a shower and wash your clothes before 00:00.
4. Residents who violate any article above shall receive 5 Penalty points, and be suspended to apply for quietness dormitory. For those who disobey the provision of the quietness dormitory seriously may be suspended from the dormitory.

Article 29:

Regulations for reducing Penalty points:

1. Residents who receive Penalty points should fill out the application form and send it to Second-Village Dormitory Service Center within 7 days after getting punishment.
2. Procedure should be completed within 2 months. Penalty points will not be reduced if violators cannot finish dormitory service within 2 months.

3. Penalty points can be reduced by 1 point per hour dormitory service. Second-Village Dormitory Service Center will guide and supervise the procedure.

4. Penalty points will be reduced after Second-Village Dormitory Service Center approves and stamps on the application form.

Article 30:

Using public refrigerators should comply with **National Chung Hsing University Student Dormitory Public Refrigerators Management Regulation**. Violators will receive Penalty points, and those items will be removed.

Article 31:

Wasting dormitory resources, causing sanitary problems in public area, disturbing others, and causing safety issues, will get Penalty points according to the situation, which is judged by SDSC, serious issues will consider to be disqualified.

Article 32:

Any violation or housing issue not covered in this guideline can be enacted by SDSC after the discussion with Second-village dormitory service center, conducting after being announced in dormitory and approval of NCHU Student Housing Service Division.