

The Regulations of Dormitory Management of NTU Students

Amended and passed by the Student Counseling Commission, 2019

Chapter 1 General Rules

Article 1

This Regulation is established by the University in order to achieve the purpose of student life education and to promote well managed dormitory accommodation for the students.

Article 2

The student dormitories of the University are only available to the existing students of the University.

Article 3

Unless otherwise stipulated by other laws and regulations the management of the student dormitory of the University shall be processed according to this Regulation.

Article 4

The Student Housing Services Section shall supervise the management of student dormitories and shall appoint Resident Directors to execute the following affairs:

1. Provide counseling for boarding students' boarding life according to the relevant laws and regulations concerning dormitory accommodation.
2. The transmission of laws and regulations and the organization, analysis and reporting of the relevant tables and listings.
3. Promotion and assistance for the mission of the Dormitory Student Association.
4. Reporting of reward and punishment cases relating to dormitory life for boarding students.
5. Provide planning, execution, and comments & suggestions for student dormitory safety measures.
6. The application, supervision, safekeeping, and check and acceptance of the maintenance, repair, improvement, and supplement of the equipment of the student dormitory.
7. Job allocation and performance evaluation for the dormitory workers in the student dormitories.

The employment regulation for Resident Directors shall be established separately.

Article 5

In order to regulate dormitory life, promote self-regulation in the dormitories, fight for the welfare of the boarding students, and assist in the management of student dormitories, the boarding students should organize the Dormitory Student

Association. The organization rules for the Association shall be established separately.

Article 6

Works concerning the repair, maintenance, improvement, and servicing of student dormitory, shall be filed by the Dormitory Student Association and submitted by the Resident Director to the Student Housing Services Section in suggestion for the General Affairs Division to take charge. Other miscellaneous emergency cases shall within the limit of the funds budgeted by the General Affairs Division be processed in advance by contacting contract repair suppliers of the University after the Resident Directors are notified by the Dormitory Student Association of the arrangement. All the expenses shall be claimed back after the completion of the repair works by having the Resident Directors submitting the receipts to the General Affairs Division.

The cleanliness of the public environment and the cutting and maintenance of the flower beds and lawns in the student dormitory shall be taken care of by the dormitory workers under the supervision of Resident Directors.

Chapter 2 The Establishment of Student Dormitory Management Commission

Article 7

In order to effectively manage the student dormitories a Student Dormitory Management Commission (hereinafter referred to as the Commission) should be established.

Article 8

The Commission is responsible for the decisions or consultations for affairs related to the management of student dormitories of the University.

Article 9

The Dean of Student Affairs, Dean of General Affairs, Director of the Accounting Office, Chief of the Student Housing Services Section of the Student Affairs Division, and the Chief of the Life Guidance Section, shall be the ex-officio commissioners of this Commission. Other commissioners shall include 3 faculty members recommended by the Dean of Student Affairs and employed by the President, one representative each from the Graduate Student Association and the student association, 5 Resident Directors elected from the student dormitory management, and 5 members elected from the senior general clerks of the Dormitory Student Association. In principle the male and female ratio in the student dormitory management Resident Directors and the senior general clerks of the Dormitory Student Association should be 50% each.

The terms of office for the elected commissioners described above will be one year,

and renewable when re-elected.

Article 10

The Dean of the Student Affairs shall be appointed the president of the commission, the student housing services section shall be responsible for the arrangement of meeting programs and preparation of relevant information.

Article 11

The commission meetings shall be convened by the Dean of Student Affairs at least once every semester, where necessary emergency meetings shall be called upon.

Article 12

Relevant parties shall be invited to be present at the meetings of this Commission.

Chapter 3 Application and allocation of dormitory accommodation

Article 13

When applying for accommodation the students of the university should, within the limited period of time, apply with the Student Housing Services Division following the rules stated below and submit the required documentations for verification:

1. Dormitory accommodation application form completed with 2 x 2 inch ID photo (front and waist up) and a dormitory contract.
2. Student card; Notice for admission for first-year local students of the undergraduate and graduate schools; Allocation letter for overseas Chinese students: and Notice of admission for foreign students.
3. Taiwan National ID Card; passport or relevant government acknowledged documentations for overseas Chinese students and foreign students.
4. Qualification documentations listed in Article 14.

Students with household registries once registered in Taipei City, New Taipei City, or Keelung City, or students with new National ID cards of less than one year, who are applying for accommodation, should submit the household certificate transcript of the full household including the parents or other legal guardians.

If a day student is found to have moved into the dormitory without permission of the Resident Director and the Student Housing Service Division, no applications for accommodation from the student shall be allowed.

On-the-job Master Program students are not eligible for student accommodation application.

Article 14

After the Student Housing Services Section receives the applications for accommodations, dormitories shall be allocated according to the dormitories requested by undergraduate first year students, undergraduate second year students, and graduate students, following the orders below for the allocation of dormitory

accommodation. When bed spaces are not sufficient allocations shall be made in order of the draws:

1. Students with disabilities
2. Students with low-income or middle-income households.
3. Island students and aboriginal students.
4. Exchange students.
5. Foreign students and overseas Chinese students in their first year of studies.
6. Medical students on government fund who qualify for the conditions set out in Item 7 of this article and who are in their first year of study in the university.
7. Students who until the deadline of the application have had their household registry registered outside of Taipei City, New Taipei City, Keelung City, or Taoyuan City for more than 2 years. (Including the registry of the parents). Students have household registry in Taoyuan City with special concern are included.
8. Students who until the deadline of the application have had their household registry registered in Taoyuan City for more than 2 years (Including the registry of the parents).
9. Students proven to have special needs with physical evidences.

The allocation order described above shall not be applicable to students who have applied for voluntary cancellation and wish to re-apply for accommodation.

Chapter 4 Payment

Article 15

The accommodation fee along with sundry expenses must be paid at the school registration. The total expenses for dormitory expenses would be counted since the opening of the semester. The payment would be based on per-week unit. This means any stay less than a week (7 days) would still be charged as one week. Student's qualification for dormitory accommodation would be considered nullified if the payment is not received by the deadline – see Student Housing Service Division for payment facilitation.

A deposit of one-third of the accommodation fee must be paid on top of the accommodation fee in preparation for the potential damages listed in Article 20. The deposit and the accommodation fee should be paid altogether when student officially moves into the dormitory. The deposit would then be refunded on the day student moves out of the dormitory without interests.

Article 16

Students who fail to pay the accommodation fee by the payment deadline, would be

considered voluntarily giving up his/her qualification for dormitory-stay unless there is a sufficient certificate to explain the delay.

Chapter 5 Moving into the dormitory

Article 17

Students who have been granted with accommodation should collect the dormitory name list after the accommodation fees are paid, and should report to the Resident Director with the dormitory name list within 7 days, and arrange to move in with the assistance provided by the Dormitory Student Association.

The accommodation shall be regarded as cancelled when a student violates the timeframe stipulated by the preceding clause or changes bed spaces without permission.

The accommodation shall be regarded as cancelled when facts are found proving that a boarding student had not properly boarded the accommodation.

Regulations for such verifications shall be established separately.

Article 18

With proper reasons and when accompanied by the organizers of the Dormitory Student Association the Resident Director shall be entitled to enter the dormitory room for inspections.

Article 19

The following behaviors are not allowed in boarding students:

1. Selling or holding up bed space, or obstructing others from moving in.
2. Stealing, gambling, drinking, assaulting, or playing mahjong.
3. Storing dangerous or restricted goods.
4. Engaging in illegal acts using the dormitory Internet or violating the regulations of the use of academic Internet.
5. Keeping visitors for the night without permission or any other behavior against "Visitation Regulation".
6. Introducing business people into the dormitory to trade goods.
7. Installing electrical appliances unapproved by the university.
8. Cooking inside the dormitory rooms.
9. Keeping pets inside the dormitory without permission.
10. Smoking inside the dormitories or the non-smoking areas outside the dormitory.
11. Moving public properties out of the room of the dormitory, damaging or disposing of them without permission.
12. Piling up personal belongings in the dorm public areas without permission.
13. Violating accommodation rules set by the Dorm Student Association.

14. Other behavior in violation of public health, residential tranquility, or public safety.

The First paragraph 13 subparagraph and the dealing method for the violation shall be reported to the Student Housing Services Division for future references.

Students in violation of subparagraph 1 to 3, and subparagraph 4 and 14 with major offence, which verified by the Resident Directors, the Dorm Student Association, and the Student Housing Services Division, shall be ordered to leave the dormitory and not allowed to re-apply within one year.

Students in violation of subparagraph 4 to 12 and subparagraph 14, which warnings had already been given by the Resident Directors or the Dorm Student Association, shall be ordered to leave the dormitory and not allowed to re-apply within one year.

Students in violation of subparagraph 5, keeping visitors for the night without permission, which warnings had already been given by the Resident Directors or the Dorm Student Association, shall complete mandatory four-hour dormitory service within one month. Those who have not completed the dormitory service shall be withdrawn.

"Without permission" means not approved by regulation set by both the Dorm Student Association and the Resident Directors.

If there is any dispute over subparagraph 2, 3, 4, 5 and 6, it shall be referred to the Dormitory Management Commission for resolution.

Article 20

Boarding students should treasure public properties. If a student intentionally or accidentally damages public properties in the dormitory, the Resident Director should report to the University for the appointment of a given period of time for the repayment of the compensation; students who fail, or intentionally fail to make compensation in due course shall be ordered to proceed for dormitory cancellation. The compensation amount mentioned above shall be deducted from the deposit.

Chapter 6 Dormitory transfers

Article 21

Boarding students with proper reasons shall fill in the dormitory transfer application forms within the period of time stipulated by the Student Housing Services Section during each semester, and be transferred to another dormitory upon approval.

Dormitory transfers are limited to once per semester.

Article 22

When the approved date of transfer falls within 1/2 of the entire semester, procedures for refund or additional payment should be processed at the Student Housing Services Section with the documentations in proof for the differences in amount in the

accommodation fees paid for the different dormitories; when the approved date of transfer exceeds 1/2 of the entire semester no refund of additional payment shall be requested.

Chapter 7 Cancellations

Article 23

Cancellation of dormitory accommodation shall apply when a boarding student encounters one of the following conditions:

1. On expiration of dormitory accommodation contract
2. Students of the undergraduate or graduate schools who in accordance with the normal years of study of each department should now graduate.
3. Suspension, expulsion, or transfer from the University.
4. Voluntary cancellation
5. Cancellation by order
6. Failure to participate once (or more) in the crisis prevention drills hosted by the university.

Article 24

Student who withdraws from the dormitory should note the procedure below:

1. Return all items of dormitory properties to the Resident Director, and for those who have census-registration in the dormitory should apply for the certificate after the withdrawal.
- 2 The application for the refund: if student has damaged any item of dormitory properties, he/she could only apply for the withdrawal-certificate after paying off the compensation-fee to the Resident Director.
- 3 Those who possess withdrawal-certificate should register immediately to Student Housing Service Division.

Article 25

Students who withdraw from the dormitory in accordance with the legal procedure should apply for refund starting from the following week and ending on the Final Exam week announced by the Academic Affairs Office.

Article 26

(Deleted)

Article 27

Student who has cancelled accommodation owing to events described in Article 23 Items 1 Section 2, but aren't able to move out of the dormitory in due time due to special reasons, should complete the procedures stipulated in Article 24, then apply for summer accommodation according to rules described in Article 29 of the NTU Student Summer Accommodation Regulations. However the student should still move

out before the last day of the announced summer accommodation.

Chapter 8 Addendum

Article 28

During the boarding period if the behavior of a boarding student complies with the rules described in the NTU Student Individual Reward and Punishment Regulations, the Resident Director or the Dormitory Student Association shall report to the Student Housing Services Section for reward or punishment.

Article 29

Students can apply for Summer Accommodation according to the NTU Student Summer Accommodation Regulations, however freshmen with their first year accommodation cannot apply for the Summer Accommodation. Students who with special reasons require applying for accommodation during summer times should be allocated to the suitable dorms after the approval of the School.

The NTU Student Summer Accommodation Management Regulations is established separately.

Article 30

Visiting hours for every dormitory are from 7 a.m. to 12 a.m. at midnight. If necessary, visiting hours can be shortened according to the needs of each dormitory. Special cases approved by the Student Housing Service Division are not bound to this rule.

The regulations for student dormitory visitors is established separately.

Article 31

The following rules and procedures should be followed for the processing of the applications for the use of sites:

1. Any groups and individuals of the University other than the Dormitory Student Association, should apply via the Dormitory Student Association, and the application should be agreed by the Dormitory Student Association and the Resident Director.
2. Off-campus groups and individuals should apply with the Dormitory Student Association. When agreed by the Dormitory Student Association and the Resident Director the application should be reported to the Student Housing Services Section for approval.

Article 32

The supply principle of fixed time and fixed quantity for water, electricity and fuel in the student dormitory, shall be executed under the supervision of the Resident Director. On condition that the Dormitory Student Association agrees to be responsible for the price differences the Student Housing Services Section shall

loosen the restrictions on fixed time and fixed quantity.

The hours of supplies for the water, electricity and fuel at each student dormitory shall be publicly notified by the Student Housing Services Section according to the budget status.

The regulations for the water, electricity and fuel supplies in the student dormitory shall be established separately.

Article 33

Tenders and contracts for restaurants, grocery retail stores, or other services inside the student dormitory shall be processed by the Student Affairs Division in accordance with the tender committee formed following the NTU “Statues of Student Dormitory Meals Tender Committee”.

Article 34

The Student Housing Services Sections shall regularly host Student Dormitory Cleanliness Competitions and shall authorize the Dormitory Student Association to handle the event.

The administration regulations for the cleanliness in the student dormitory shall be established separately.

Article 35

The Regulation is implemented after having being passed by the Student Counseling Commission, the same procedures shall apply to amendments which may arise.