

## **National Dong Hwa University Dormitory Life Convention**

In order to maintain a certain level of residents' standard of living, a set of guidelines below have been generated to ensure such. If a serious offence has been committed twice, this will result in eviction of the resident, and cause forfeiture of the next semester's dormitory application.

### **【Entry Access Control Regulations】 :**

1. Visiting Hours : Monday to Friday: 5:00pm-9:00pm | Weekends and Holidays: 1:00pm-9:00pm.
2. Visitors are only allowed to enter social room i.e. the Lobby/ Lounge. Without permission granted by dorm supervisors and with logical reason, visitors are prohibited from entering dormitory rooms. Students in violation will be reported to school and punished; moreover, students who are on the spot should also accept the responsibilities and adhere to the punishments that follow.
3. Entry Access Control shall be given to each student dormitory from 9:00pm. Students who do not belong to the dormitory are not allowed to stay in the dormitory; students in violation will be reported to the school and punished. In addition, very serious offenses will lead to the violators' parents being informed and he/she shall have their accommodation cancelled. (E.g. accommodating the opposite sex for the night is not allowed.)
4. Moving in and out the dormitory and transfer the bed spaces without National Dong Hwa University's permission are not allowed. Students in violation shall be ordered to move out of the dormitory immediately and will not be eligible for reapplication for accommodation.

### **【Dormitory Environmental Protection and Sanitation Guidelines】 :**

5. In order to maintain the environment and promote self-regulation in the dormitories, students are not allowed to pass in and out by climbing over the balconies on the first floor's dormitories.
6. In order to maintain the tranquility in dormitory areas, the opening time of public areas (e.g. laundry rooms and lobbies, study rooms, etc.) is from 8:00am-10:30pm every day. During the non-operating hours, the power supply to the aforementioned areas will be turned off. To save energy, students should turn off the lights, fans, heater and air conditioner when leaving.
7. In order to maintain the safety and environmental peacefulness in dormitories, students are restricted from carrying their personal transportation (e.g. bicycle) into the dormitories.
8. In order to maintain the tranquility in dormitories and prevent infectious diseases, keeping pets (e.g. cats, dogs, birds, etc.) inside the dormitories is not allowed.
9. In order to maintain the public refrigerator hygiene and cleanliness, users must follow the rules for the public refrigerator cleaning operation
10. According to TOBACCO HAZARDS PREVENTION ACT, smoking in the dormitories or any outdoor non-smoking areas of the dormitory zone is not allowed. Students in violation shall be punished.
11. To keep tranquility in dormitory zones, running, jumping, making loud noises, and playing around are prohibited. After 10:00pm, to prevent the disturbance of other people, when going inside or outside the dorm and the room, to speak with people or to use stereo equipment, please keep the

volume down and speak softly. According to the regulations, students being reported and found in violation will be punished.

12. Gambling, drinking alcohol, playing mahjong, roasting activities, campfire parties and any other similar inappropriate behaviors are not allowed. Students in violation will be punished heavily. Moreover, failure to comply and the committal of serious offenses (such as fighting and stealing) or repetitive offenses shall be ordered to move out from the dormitory immediately as punishment and not to be re-applied for the accommodation.
13. To maintain the quality of accommodation, students responsible for dormitory affairs shall be entitled to inspect the public places in dormitories and enter the dormitory rooms when students are in rooms at night. Students in found in noncompliance will be in violation of the regulations and therefore punished.
14. To maintain the cleanliness of the dormitory, separate your garbage and adhere to garbage truck times in order to properly dispose your garbage. According to the regulations, students being reported and found in violation will be punished.

#### **【The Managements of Public Properties】 :**

15. The corridors of dormitory shall be clear; stacking up garages and sundries at corridors are not allowed. Personal shoes should be placed in shoes cabinets or rooms. In addition, pasting, nailing, and suspending propagandas on the walls and the doors in dormitories without permission are not allowed. If students damage walls because of the above reasons, students shall be ordered to have punishments for destroying public properties.
16. Students shall treasure all public properties in dormitories. Using public property improperly, bringing them out of the dormitories without permission, and intentionally damaging them is not allowed. Students in violation shall be punished, and will be ordered to move out of the dormitory and thus ineligible for reapplication for accommodation.
17. Installation of electrical appliances of high electrical consumption and danger, such as electric pots, electric ovens, gas stoves, spirit lamps and etc. in dormitories and rooms is not allowed. Students in violation of the rule will be ordered to have the punishment forfeited temporarily until the end of the semester. Besides, if students violate the rule and caused accidents unfortunately, students shall be responsible for legal responsibility and civil compensation by selves. If you wish to use any electric pots, electric oven etc. you will have to apply first to do so.
18. If there is any broken public property, please make a report and apply for repairs as soon as possible. The students who damage or lose public properties and found guilty will be responsible to pay compensation and be punished by the school Regulations of National Dong Hwa University.
19. Student Living Services Division will have safety inspections commissions with dorm managers, supervisors and the students who are in charge dormitory affairs. During the inspections, all behaviors in violation of the dormitory regulations which inspected and found guilty shall be ordered to have punishments by the school regulations of NDHU.

**【Dormitory Closing】：**

20. Students in violation of leaving dormitory before closing will be punished.
21. Students may not request to enter the dormitory after closing (except for taking a break from studying, drop out, or a transfer of school.)

**Addendum：**

- ◎The students who fail to observe this regulation shall be assigned to school cleaning for 4 to 8 hours. Repeat offenders, those found with bad attitudes or acts of cheating to avoid punishments shall be granted more severe punishments. Warning, do not follow those setting a bad example, as failure to observe serious offenses of regulations will be sentenced to school cleaning for 40 hours or eviction from school dormitory.
- ◎Students should always be graceful, so please keep environment clean and treasure public properties. In addition, please turn off the light in order to save energy when not needed.
- ◎Please check the windows and doors to make sure they are locked, and turn water and electricity off before leaving from the room or getting to sleep. In case of thievery, please keep personal properties safe (for example: cash) and take good care of yourselves. Please inform dorm supervisors or managers ASAP, if there is something or someone strange.
- ◎Students have to register in advance 3 days for applying lobbies to hold a meeting or organize an activity. NDHU does not accept the registration on the same day. Finally, students should return the lobby's properties to their original location after use.
- ◎Dorm manager's Line: Dormitory 1 (Jie YunA and B)(03)890-5943, Dormitory 2 (Yang Shan)(03)890-3373, Dormitory 3 (Han Shing I )(03)890-3488, Dormitory 3 (Han Shing II)(03)890-3347, Dormitory 4 (Shiang Ching)(03)890-3393, Dormitory 5 (Shing YunA and B)(03)890-3397, Dormitory 6 (Chin YueC and D)(03)890-3426, Dormitory 7 (Ying ShiE and F)(03)890-3456.
- ◎Campus 24h emergency telephone number: Dorm Manager's Line: (03)890-6995or 0937-295-995, Campus security's Line (03)890-6119or 0921-975-597.

Student Living Services Division and Dormitory Service Committee