

## **National Dong Hwa University Dormitory Regulations**

1. The following is The NDHU Student Living Services Division policy on dorm registration, arrangement, and regulation.
2. Fresh man, sophomore, international students, exchange students, and students with disabilities are prioritized to receive the room, while the other students before next semester will be arranged accordingly to drawing lots system due to limitations of room availability.
3. Dorm room allocation for applicants must practically follow drawing lots system. When applicants have completed the proper procedure and have allocated the room, except for quitting school, graduation, or other crucial reasons, applicants will not be granted for leaving dorm.
4. After your dormitory registration has been approved by The Student Living Services Division, students are required to pay dormitory fees and deposits within the specified period. However if a student would like to withdraw their dormitory accommodations their deposit will be carried out based on dorm deposit regulations. Applications also have to be approved by the Head of Department, Dean and Professor Advisor for students who wish to reside in the dorms during the winter and summer vacations.
5. When an occupant graduates, resigns or decides to discontinue using the dormitory living services, they must comply with the dormitory termination process; which involves returning all dormitory properties and damage and loss of dormitory equipment shall be liable for compensation.
6. Students who have intentions of residing in the dorms must specify that they are willing to comply with management rules and regulations. Those rules listed below are forbidden for all dormitory occupants and if there is any form of infringement, The Student Affairs Office may, depending on the circumstances of the case, deduct the accommodation deposit, cancel the eligibility for accommodation, and send the school regulations (community service, admonition, etc.) and immediately order to move out:
  - a. Allowing outsiders or persons of the opposite gender to live or enter back and forth without permission.
  - b. Committing thievery, wagering, alcohol or drug intoxication, or any kind of perturbing action which affects other occupants.
  - c. The occupants allowing their selves to be substituted by another person and illegally permit that person to live inside.
  - d. The use of personal gas stoves, microwave ovens or any other high electrical consumptive equipment in the dormitory area.
  - e. Installing unauthorized electrical equipment in the dormitory area.
  - f. Storage of dangerous or contraband in the dormitory area.

- g. Cooking in non-designated areas.
  - h. Drying clothes in non-designated areas.
  - i. Unauthorized move or exchange of dorm equipment.
  - j. Keeping pets.
  - k. Conducting business action.
  - l. Unauthorized use of the broadcast system.
  - m. Unauthorized installation of unauthorized sites in the hostel area to download unauthorized files, or intrusion into other computers (electronic equipment).
  - n. Violation of the provisions of the Residential Lodging Convention stipulated by the Student Dormitory Committee.
  - o. Conducting perturbing behavior which affects public safety and health.
  - p. Students who do not participate in school dormitories drill for earthquake prevention, fire prevention and disaster prevention will not participate in the exercises.
  - q. Committing acts that do not comply with gender equality.
7. Visitors, especially from the opposite gender, must notify the dormitory manager or school administrator first before entering dormitory. This also applies to facilities repairman before fixing dorm equipment.
  8. For students' safety and well-being, the university has been regularly conducting dormitory inspection. In case there is violation or unqualified behavior, the university will assign resolution concerning to the action.
  9. The violators must do some community service as a compensation within a specified time. If the offenders have not finished or neglected the assignment over a specified time, the sanction will be charged as an administrative sanction. Warning of that kind of neglectful behavior will be counted as: first warning: after 4 hours, second warning 8 hours, third violation after: 16 hours, fourth violation: after 40 hours.
  10. These overall regulations have been verified by the school committee, and approved by the university's chancellor.