**TKU Guidelines for Management and Administration of Tamshui Campus Student Dormitories**

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**General provisions**

Article 1

The objective of these guidelines is to bring clarity to issues related to the operation and management of the student dormitories on Tamshui Campus, and to ensure the quality, safety and order in student accommodation. Students who reside in dormitories on Tamshui campus should follow these guidelines.

Article 2

The Student Housing Guidance Section (hereafter the Housing Section) under the Office of Student Affairs oversees the planning and supervision of the student dormitories on Tamshui Campus (Sung-tao Halls and the Tamkang Hall Dormitory). Designated Dormitory Counselors will be responsible for the following matters:

2.1 Development and implementation of relevant dormitory safety rules and regulations

2.2 Matters relating to dormitory application, dormitory allocation, dormitory waiting lists, moving-out procedures and activities involving the day-to-day running of the dormitory.

2.3 Matters relating to the safe-keeping, replenishment, and maintenance of facilities in the dormitory. Overseeing facility repairs from beginning to end, including making applications, supervising and inspect the quality of the work conducted.

2.4 Assisting and advising on the running of the Student Dormitory Autonomous Committee.

2.5 Recruiting and line managing part-time student helpers.

Article 3

Student Dormitory Autonomous Committee (hereafter Student Dormitory Committee) shall be set up in order to assist the implementation of dormitory management, encourage self-governance of residents, and communicate residents’ opinions. The statutes of the Student Dormitory Committee will be issued separately.

**Application, Allocation and Moving-in**

**Article 4**

Matters regarding dormitory application, allocation and moving-in will be processed in accordance with Regulations on Application for Student Accommodation on Tamshui Campus.

**Article 5**

Academic departments should run the dormitory applications from non-Taiwanese students, exchange students and new students past the Housing Section. Students who wish to change room or move out of the dormitory must follow the established rules and procedures.

**Article 6**

In order to ensure the health and safety of dorm residents, students with legally-recognized communicable diseases, mental conditions, serious chronic illnesses, or illness that requires separation from others or special treatment will not be considered for placement in the dormitories.

**Article 7**

Residents should report to Dormitory Counselors if there are items left by the previous tenants, and shall facilitate the handling of such items to maintain the tidiness of the environment.

**Article 8**

Upon moving in, residents should carefully check the furniture and facilities provided in the room and return the Inventory for Student Dormitory Room on Tamshui Campus to Dormitory Counselors. Any discrepancies should be reported to Dormitory Counselors the next day. Residents should also log any damaged items on the webpage of the Housing Section and request for repairs to be carried out (residents in Tamkang Hall Dormitory should report damaged items to the reception desk). The Housing Section will inspect the damage first and batch report to the Office of General Affairs to schedule for repairs. Residents assume the full responsibility for failing to report missing or damaged items.

**Article 9**

Residents should assume full responsibility for the room furniture and facilities provided by the University, and should pay for any loss or damage due to inappropriate use. The deposit for the academic year can be used to pay for replacement or repair. Residents should make up the difference if the deposit is not sufficient to pay for the loss or damage.

**Article 10**

Residents should cooperate in the case of room relocation or other adjustments under unique circumstances.

**Article 11**

Residents are allowed to apply for room change once every academic year if they have a valid reason to do so. Such application should be done in the form of a written student report.

**Article 12**

Rooms for female students are located between the 3rd and 6th floor in the Tamkang Hall Dormitory, and rooms for male students are located between the 7th and the 14th floor. The 7th and the 8th floor are designated as the quiet zone, where the internet service will be shut down between 1.00 a.m. and 6.00 a.m. with the exception of the exam weeks and one week before exams. The 24-hour internet service will resume during exam weeks and the week prior to the exams. If there is no sufficient interest in applying for the quiet floor, the quiet zone will be determined on the basis of room beds.

**Payment and fees**

**Article 13**

Students who are approved to stay in the dormitory are expected to pay their dormitory fees and internet /telephone usage fees (or dormitory fees and management fees for residents in the Tamkang Hall Dormitory) by semesters before the specified date/time. Deposits are paid by academic year. Only dormitory fees can be covered by student loans. Those who fail to pay within the specified period will not be considered for accommodation the next academic year. Air-conditioning services in Sung-tao Halls are charged in accordance with Guidelines for Managing Air-conditioning Charging System in Sung-tao Halls. Each room in Tamkang Hall Dormitory is equipped with its own water and electricity meters. Residents should pay the monthly charges according to the meter readings.

**Article 14**

When a resident moves in during the semester, the resident will be charged as follows.

14.1 Those who move in before the date marking the 1/3 completion of the semester should pay the semester fees in full.

14.2 Those who move in between the date marking the 1/3 completion of the semester and the date marking 2/3 completion of the semester should pay two-thirds of the semester fees.

14.3 Those who move in after the date marking 2/3 completion of the semester should pay one-third of the semester fees.

14.4 Fees for internet and telephone usage are calculated and charged the same way as stated in Subsection 14.1, 14.2 and 14.3.

**Article 15**

Every resident automatically becomes a member of the Student Dormitory Committee and should pay for their membership fees at registration upon moving-in.

**Article 16**

Those who fail to pay their accommodation fees will be reminded. If payment is not received before the midterm exam week and no extension has been given, the resident will be expulsed from the dormitory, but he/she should still pay the overdue balance up till the date of moving out.

**Article 17**

Deposits from residents will be held by the University. When a resident follows the moving-out procedures and passes relevant room checks, the deposits will be refunded into their Post Office account without any interests.

**Article 18**

Ways of refunding deposits and the amount one shall receive will be calculated after the scheduled dormitory closure and then announced on the website. Any queries should be made within one week of the web announcement. Those who occupied a bed in other’s name or making unauthorized bed transfer are not eligible for deposit refunds.

**General Rules**

**Article 19**

Residents must obey the following rules:

19.1 No pets are allowed except for guide dogs.

19.2 Do not put up advertisements, posters or distribute leaflets without permission.

19.3 Do not waste water or electricity and cherish facilities provided for public use.

19.4 Be friendly and accommodating to roommates.

19.5 Visitors must comply with the Guidelines for Visitors in Student Dormitories on Tamshui Campus and follow relevant sign-in procedures.

19.6 Do not leave rubbish, shoes, umbrellas and other personal items outside of room doors or the communal areas.

19.7 Rubbish and recycling items should be taken to the designated collection points.

19.8 Residents are required to maintain quiet and clean conditions in the dormitory.

19.9 Any alternation to public facilities and equipments are not allowed.

19.10 Using hair dryers and the spin dryers between midnight and 7.00 a.m. is strictly forbidden. Residents should refrain from taking a shower between 1.00 a.m. and 6.00 a.m. to prevent causing disturbance.

19.11 Residents must obey decisions made in the dormitory or room meetings.

19.12 Residents should keep their air-conditioner remote controls and top-up cards in good custody. These items are not allowed to be left in the room during the period of winter vacation.

19.13Residents are not allowed to stay in the student dormitory, enter rooms or the luggage room after the dormitory is closed in each semester.

19.14 Residents should cooperate in making the rooms available for use during the winter or summer vacation period. The request for using the rooms during vacation period may come from the University, external organizations, student clubs, or remaining students. Residents should follow the Tamshui Campus Student Dormitory End-of-Semester Vacate Instructions and Information.

19.15 Residents should follow the Guidelines for Internet Usage in Student Dormitories on Tamshui Campus when using dormitory internet services.

19.16 Conducts that cause disturbance or prevent other residents from studying or sleeping are not allowed.

19.17 Selling of goods or services within residences is forbidden.

**Safety**

**Article 20**

Residents should comply with the following rules regarding safety matters.

20.1 Residents must participate in the dormitory fire drills.

20.2 Residents must not play with the fire warning buttons or trigger false fire alarm.

20.3 Flammable and hazardous materials are not allowed to be stored in the rooms.

20.4 Cooking is not permitted in individual rooms.

20.5 Using energy hungry electrical appliances, such as electric rice cookers, toasters, induction cookers, electric kettles, electric heaters, refrigerators and televisions, within individual rooms without permission is strictly forbidden.

20.6 Residents who live in the rooms where security metal grills are installed on windows need to return the TKU Sung-tao Hall Security Window Codes Usage Agreement in order to receive the codes for unlocking these windows. The Agreement needs to be signed by all the residents in the room, and the residents should not breach the terms and conditions stated in the Agreement during their residency. Residents should test the locks and report any faulty locks to the Dormitory Counselors for replacement.

20.7 Unauthorized entry into the floors of the opposite sex is forbidden. Unauthorized sleep-over of visitors who are not residents of student dormitories is also not allowed.

20.8 Smoking, gambling, playing Mahjong, stealing, fighting, creating trouble, or engaging in unlawful behaviors are strictly forbidden.

20.9 Any behavior that would risk the safety of residents is not allowed.

20.10 Residents should follow the Guidelines of Using and Maintaining Fitness Equipment in Student Dormitories on Tamshui Campus while using fitness equipment.

20.11 The dormitory operates curfew hours between midnight and 5.00 a.m.. Residents need to swipe their access cards to enter the dormitory between 11.00 p.m. and 7.00 a.m.. Residents should follow the Guidelines of Using and Managing Computerized Access System for Entering Student Dormitories on Tamshui Campus.

**Internal administration matters**

**Article 21**

Residents should obey the following regulations regarding internal matters.

21.1 It is not allowed to change room number or bed number without seeking permission from the Dormitory Counselors.

21.2 Occupying a bed in other’s name, transferring own bed to others, or not accepting the assignment of a new roommate are strictly forbidden.

21.3 Residents are responsible for keeping their rooms clean and tidy. The Housing Section makes non-scheduled room inspections, and residents are expected to cooperate fully. Residents who failed the inspection will not be considered for student accommodation placement in the next academic year. The guidelines for room inspections will be issued separately.

21.4 A dormitory decoration competition will be held once every semester in order to honor good behavior of the residents. The rooms that make outstanding efforts will be rewarded accordingly. The competition can be held in conjunction with festival celebrations.

**Moving-out**

**Article 22**

Residents should vacate the dormitory immediately in the following situations:

22.1 Reaching the end of their dormitory residency

22.2 Upon graduation or finishing studies at the university

22.3 Students who are on temporary leave; have dropped out; have transferred to other university, or have been expelled

22.4 Students who are going abroad as part of studies

22.5 Residents with unmentionable diseases, communicable diseases, mental conditions (except for Acquired Immunodeficiency Syndrome), and are proven unfit to live in dormitories.

22.6 Voluntary departure

22.7 Expulsion from the dormitory

22.8 Expulsion from the dormitory due to failure to pay dormitory fees before the mid-term exam. Residents who fail to pay dormitory fees due to unique circumstances may submit a student report and explain reasons. The deadline for payment may be extended.

**Article 23**

Residents can only begin the following moving-out procedures after all borrowed properties are returned to Dormitory Counselors.

23.1 Residents should remove all personal belongings and make sure no luggage or rubbish is left behind. Once the condition of the room has been checked by Dormitory Counselors, residents can return the room keys.

23.2 When reaching the end of their dormitory residency, residents should vacate their rooms according to the Tamshui Campus Student Dormitory End-of-Semester Vacate Instructions and Information.

23.3 Residents who move out during the academic year as a result of Subsection 2 to 5 of Article 22 should apply for refund by filling in the Refund Application for Tamshui Campus Student Accommodation and submit relevant proof and evidence. Refunds will be calculated according to the refund regulations announced by the Ministry of Education.

23.4 Students who can not move in due to unavoidable accidents or unforeseen circumstances should submit relevant proof and evidence. Once the case has been approved, the student can then apply for refunds by filling in the Refund Application for Tamshui Campus Student Accommodation.

23.5 Dmonitory fees and deposits will not be refunded in the case of voluntary departure, with the exception of circumstances stated in 23.4. Residents who wish to depart voluntarily should apply with a parental consent and complete the standard moving-out procedures. Residents who fail to complete the moving-out procedures within specified deadline and cause inconvenience to other students will be dealt with in accordance with TKU Regulations on Student Rewards and Sanctions.

23.6 No refund will be given if residents are expulsed as a result of breaching dormitory rules and regulations.

23.7 Residents who need to move out in the middle of the academic year (including being expulsed from the dormitory) should vacate their rooms within 5 days. The Housing Section will enforce eviction measures if the residents fail to move out within the deadline and the residents will assume all responsibility for any damage caused to their property.

**Violation and Disciplinary Action**

**Article 24**

Residents who violate dormitory regulations will be given warnings, campus services, suspension of application, or expulsion from the dormitory depending on the situation.

**Article 25**

Those who breach Subsections 1 to 6 of Article 19 will receive oral warning and advice; those who breach Subsections 7 will be penalized according to TKU Regulations on Student Rewards and Sanctions; those who breach Subsections 8 to 12 will be penalized with 2-hour campus service; those who breach Subsections 13 will be penalized with 6-hour campus service. Violation of Article 14, 15, 16, 17 will be dealt with according to TKU Regulations on Student Rewards and Sanctions and will result in losing the eligibility to apply for residency in the following semester.

**Article 26**

When a resident in his/her final year of studying breaches Subsection 1 of Article 20, the resident will be penalized in accordance with the TKU Regulations on Student Rewards and Sanctions. If the resident is not in his/her final year of studying, he/she will lose his/her eligibility of applying for dormitory in the next academic year. Residents who breach Subsection 2 to 11 of Article 20 will be disciplined in accordance with the TKU Regulations on Student Rewards and Sanctions. Serious violation will result in expulsion from the dormitory.

**Article 27**

Those who breach Subsection 1 and 2 of Article 21 will be penalized in accordance with the TKU Regulations on Student Rewards and Sanctions, and serious violation will result in immediate expulsion from the dormitory.

**Article 28**

Students who have been allocated a place in student dormitory must pay all fees related to their accommodation within the specified deadline and follow the checking-in procedures set by the University. Except for those who are not able to live in dormitories due to major accidents or unforeseen circumstances (including those who have moved in, have not moved in, and voluntary departure without permission), residents who fail to complete the moving-in procedures before the specified date and those who did not apply for an extension to complete the move-in procedures (including those who have paid for their accommodation) will have their places cancelled immediately.

**Article 29**

Those who are expulsed from the dormitory will lose eligibility of dormitory application thereafter. The University will also notify their parents or guardians about the expulsion.

**Article 30**

Those who ignore warning and advice and those who breach regulations repeatedly may receive an enhanced punishment.

**Accommodation during winter and summer vacation**

**Article 31**

Eligible students who wish to continue their residency in the dormitory during winter and summer breaks should make application according to the procedures and pay the required fees.

**Article 32**

Students who wish to stay in student dormitory during vacation period should apply within the specified time announced by the university.

**Article 33**

Residents who live in student accommodation during the summer and winter breaks need to comply with the Guidelines for Management and Administration of Student Dormitories on Tamshui Campus during Summer and Winter Vacation.

**Article 34**

The dormitories (with the exception of the Tamkang Hall Dormitory) are closed and not available for student accommodation during the Chinese New Year.

**Reporting and handling emergencies**

**Article 35**

Non-emergencies (non-life-threatening and other safety incidents, such as insects in rooms, anti-social behavior, smoking violations, etc.):

35.1 From 8.00 a.m. to 9.00 p.m.：Residents may notify Dormitory Counselors or staff during weekdays. Residents can contact the Dormitory Counselor on duty during weekends and holidays.

35.2 From 9.00 p.m. to 8.00 a.m.：Residents may deal with the incidents themselves. In the case of anti-social behavior or breaching anti-smoking policy, residents shall collect evidence first and report to the Assistant Dormitory Counselors immediately, or inform Dormitory Counselors the next day. The identity of the resident who reports such incidents will be kept in strict confidence.

**Article 36**

Emergencies (life-threatening incidents, such as severe injuries or illness, fire, water supply interference, power cut and other unexpected incidents) should be reported to the dormitory personnel on duty. Alternatively, residents can call the following numbers for help. Tamshui Campus: 2621-5656 ext. 2256 for the Military Education Instructor on duty, or ext. 2119 for 24-hour Campus Security Office. Tamkang Hall Dormitory: 2626-6911 ext. 0221 for Military Education Instructor on duty, or 2622-2173.

**Supplementary Rules**

**Article 37**

Residents should clean specified areas of the dormitory at specified time in accordance with the planning of Campus and Community Service-learning Curriculum. Residents should follow the rules set out by the Dormitory Counselors in cleaning the dormitory communal bathrooms and disposing rubbish in the cooking areas. Implementation and grading policy will follow the Guidelines for Implementing Campus and Community Service-learning Curriculum for Sung-tao Halls.

**Article 38**

In order to maintain public safety and an orderly environment, faculty members, university staffs or security personnel may enter individual rooms for inspection. In the case of potential safety threats, faculty members, university staffs or Dormitory Counselors may enter locked individual rooms in the company of members from the Student Dormitory Committee.

**Article 39**

Unless otherwise stated in other University regulations, the management and administration of Sung-tao Halls and Tamkang Hall of Residents are governed by the above guidelines. Matters not mentioned herein will be handled by other related regulations of the University.

**Article 40**

The regulations will take effect on the date of release after being discussed with the respective Student Dormitory Committees, passed by the committee meeting of the Housing Section and approved by the Dean of Student Affairs. The same applies to any later amendments.