**國立中央大學學生宿舍管理辦法**

**The Regulation of Student Dormitories in National Central University**

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Chapter 1 General Items

Article 1 The Regulation of Student Dormitories in National Central University is established in order to increase the quality of dormitory life, maintain a peaceful and clean dormitory environment, and preserve a benign studying space. (The Regulation of Student Dormitories in National Central University will be termed as “this Regulation” below.)

Article 2 All dormitories in NCU are provided for enrolled full-time NCU students.

Article 3 All managing actions concerning NCU dormitory affairs must be conducted according to this Regulation. If the law provides different regulations for related affairs, all related managing actions must follow the law.

Article 4 The administrative organization and office of dormitory management:

1. The scheming, distributing and usage assigning of student dormitories in NCU are managed by the Office of Student Affairs following this Regulation.
2. The related units in charge of dormitory affairs:

The Student Services and Dormitory Division is in charge of the application, distribution, management, life guidance and order maintenance of dormitories and the handling of incidents.

The Division of Military Education is in charge of the safety and counseling of students' dormitory life. The range of the division's charge is determined by the Office of Student Affairs.

The Office of General Affairs is in charge of contracting out projects of

construction and repair and of the landscaping of the dormitory environment.

The Computer Center is in charge of the updating and maintenance of the dormitory networking system.

The Center of Environmental Protection and Safety is in charge of the safety examination of fire-fighting facilities and the hygiene of drinking water.

 c. The placement of dormitory staff in the dormitories is required. The

Organization and the duties of dormitory staff are determined by the Office of Student Affairs.

 d The placement of dormitory staff in the dormitories is required. The

 Organization and the duties of dormitory staff are implemented after determined by Campus Life Assistance Division, Office of Student Affairs and approved by the Student Affairs Council.

Chapter 2 Application for Dormitories, Distribution of Dormitories, Moving into

Dormitories, Changing Dormitories, Moving Out from Dormitories and the Closing of Dormitories

Article 5 Application for Dormitories:

1. The allotted time provided for dormitory applicants to stay in dormitories is one academic year. Applicants must sign on the agreement to follow this Regulation. Applicants who fail to apply for a dormitory before the deadline of dormitory application are regarded as having abstained from applying.
2. First-year undergraduate are guaranteed to live in dormitories depending on each individual student’s intention. Those intending to live in dormitories shall make application at the announced. Undergraduate students who are not freshmen should apply for dormitories for the next academic year through online lot-drawing system within the announced period before the end of the second semester.
3. First-year postgraduates shall apply for online lot-drawing for dormitories during the announced period; non-first year postgraduates shall apply for the extension of the dormitory lease within the announced period before the end of the second semester from Campus Life Assistance Division, Office of Student Affairs.
4. All the application of new foreign students and exchange students shall be made by Office of International Affairs. The total number of applications shall be controlled.
5. Students resuming schooling are allowed to apply for dormitories after paying tuitions and completing registration. The application of first-year students resuming school is the same as that of the common first-year students.
6. Those causing the delay of dormitory vacancy filling due to the failure of applying for giving up dormitory living right within the announced period, or those transferring (subletting) their dormitory will be forbidden to participate in the online lot-drawing for dormitories in the next school year.
7. The application for dormitories during the middle of a semester shall be based on the vacancies of the dormitories.

Article 6 Distribution of Dormitories

1. The principle to distribute the beds and rooms to undergraduate freshmen is to arrange freshmen from the same department and class to stay close as neighbors in dormitories. Beds and rooms distributed to undergraduate students who are not freshmen will be decided according to the result produced by the online lot-drawing system. When there are not enough beds and rooms for all dormitory applicants, the beds and rooms will be distributed to candidates according to their order number.
2. If non-first-year postgraduates are in the waiting list for dormitories in the semester, they will be filled up to current vacancies available until there is no vacancy.
3. The dormitories for new foreign students and exchange students are distributed based on the total number of applicants by Campus Life Assistance Division, Office of Student Affairs. The new students are in priority.
4. The order to draw lots is arranged according to the students' different identities listed as below:
5. Foreign students, physically and mentally challenged students, students from mid-low and low income families, students from remote islands and students undergoingfamily hardship shall have top priority to draw lots.
6. Undergraduate students going on the second, third or fourth year,

students with double majors, and students taking education

courses have the second priority.

1. Students whose registered permanent residence is located on remote islands of Taiwan may file the application for acquiring priority to live in dormitories within the announced period. Once the application is approved, applicants may be listed as candidates having the top priority. However, applicants need to re-file the application before the procedure of lot-drawing begins again in every academic year.
2. Students with disabilities may select a second student to share the room for care purposes. Within the announced period, application for living arrangements may be made to the Student Assistance Division of the Office of Student Affairs. After this application's approval, this ensures accommodation rights for the following academic year; and re-application must be made in each academic year before dormitory allotment is made.
3. Once the beds and rooms in each dormitory are distributed to boarders,

they will not be changed during the lodging period except when a particular application for change is filed and approved according to the related regulations.

Article 7 Moving in Dormitories:

1. The actual period for moving in dormitories accords with the official

announcement.

1. The Student ID card and the receipt of dormitory fees are required to be verified by the dormitory staff for the registration procedure when moving in dormitories.
2. When moving in the room, filling in the property form after examining the property and equipment in the room is required. If the properties are damaged or defective, please apply for repairing online.
3. If a boarder does not hand over the property card to the dormitory staff, the property and equipment in the boarder's room will be considered to be in good condition. Therefore, when the property and equipment in the boarder's room are lost or broken, the boarder must compensate for the loss or the damage.

Article 8 Changing Dormitories:

1. After the official announcement is made in the middle of the semester to

begin the procedure to process the application for changing dormitories,

students may fill in the application form to apply for a dormitory change or room change. The change may be made only once in a semester. After the application is approved, please move to the dormitory or room applied in 3 days.

1. If the student applies for dormitory changing for certain special reasons, (s)he shall submit a report and certificates to make an individual application. After the application is approved, please move to the dormitory or room applied in 3 days.

Article 9 Moving Out from Dormitories:

1. Students living in dormitories should immediately go through the procedure for moving out from dormitories if they fall under the categories listed below:
2. Those graduating, suspending, withdrawing from school and transferring to another school shall move out from the dormitories in 5 days from the application taking effects. Those not able to moving out from the dormitories in time for special reasons shall apply for extension of moving out period from Campus Life Assistance Division, Office of Student Affairs before completing exit procedure, but the extension period cannot exceed the dormitory living period of the same semester.
3. Students who voluntarily give up the right to live in dormitories in the second semester must apply for moving out from dormitories before the end of the lodging period.
4. Students who receive an official injunction to move out must finish moving out from dormitories within three days after the punishment is executed. Otherwise, Campus Securities will help them move out.
5. Students who must move out should go through the procedures as below for moving out:

The procedures will be considered complete after filling in the application form for moving out, returning public property, having public property and cleanness in the room checked by the dormitory staff, moving all the personal possessions out from dormitories, and having all the procedures above confirmed and verified by the dormitory staff with the approval seal. After the lodging period, all items not moved out from the room will be disposed as waste.

Article 10 The Closing of Dormitories:

1. At the end of the first semester, all undergraduate students must move all the personal belongings out from the rooms (students' personal belongings may be packed and stored together in the designated place) before the deadline if the rooms are opened for winter vacation boarding. Otherwise, the belongings can be placed in the storage space in the rooms.
2. At the end of the second semester, all undergraduate students must move all the personal belongings out from the rooms (students' personal belongings may be packed and stored together in the designated place) before the deadline.
3. During the dormitory closing period, students’ valuables must be taken back or put away properly, the school does not take responsibilities for preserving the goods. The items not moved away within the designated period will be disposed of as wastes.
4. The administration of NCU should announce the schedule of construction and execute the closing of dormitories when dormitories need to be reconditioned. All boarders shall cooperate with the administration to move out according to the announced schedule.

Article 11 During winter and summer vacation when the dormitories for undergraduates are closed, only part of the dormitories will be opened for students, student clubs, project activities, educational training class; during summer vacation, the dormitories are also opened for camps.

Article 12 Applying for Temporary Lodging in Dormitories in Summer and Winter Vacations:

1. Postgraduate freshmen required to come to the school for research projects during the summer vacation may submit the certification during the announced period. The order of bed distribution will be based on the order of application. The application period is ended when no vacancies are available.
2. For undergraduates, please make application online during the announced period.
3. For student clubs, project activities, educational training classes, and summer camps, please make application according to the announcement by Campus Life Assistance Division, Office of Student Affairs.
4. In the end of the temporary lodging period, the boarders shall clean up the rooms and return the public possessions before moving out. The items not moved out will be regarded as wastes. The cost for cleaning the said waste will be deducted from the deposit.

Chapter 3 General Affairs of the Dormitories

Article 13 During the period of lodging in the dormitories, boarders should follow this Regulation and the related stipulations. Boarders should receive the dormitory staff's guidance and inspections.

Article 14 Living rooms and other spaces for activities in every student dormitory are provided for the dormitory's inhabitants. The rules of managing the space opened for borrowing are implemented after stipulated by Campus Life Assistance Division, Office of Student Affairs and approved by Student Affairs Council.

Article 15 In order to maintain public property and resources in the dormitories, students moving out from the dormitories and students applying for changing dormitories should clean the rooms and return all public property. Boarders also need to clean the rooms and return public property at the end of the semester. If public property is not returned and the rooms are not cleaned by boarders in the situations listed above in this article, The NCU administration can deal with these violations according to “The Regulations of the Collection, Seizure and Refund of the Dormitory Deposit.”

Article 16 Ceiling lights in the rooms should be turned off from 00:00 AM to 6:00 AM in order to promote the healthy life of boarders, follow green policies and provide a peaceful environment.

Article 17 The dormitory deposit will be refunded without interest to students who are graduating from NCU, applying for leaving NCU, and applying to give up lodging rights. If boarders move out from dormitories without going through the official procedures for the application for moving out from dormitories according to related regulations, the dormitory deposit of these boarders will be confiscated according to “The Regulations of the Collection, Seizure and Refund of the Dormitory Deposit.”

Article 18 Each dormitory must be equipped with an entrance security system. The principles to bring this system into practice are implemented after established by Campus Life Assistance Division, Office of Student Affairs and approved by Student Affairs Council.

Article 19 In order to cultivate the habits of boarders to use energy/resources reasonably and to save energy, boarders will be charged for using energy/resources according to the principle of user charges. The charge for using energy/resource consuming equipment will be decided collectively by the Office of Student Affairs, the Office of General Affairs and the Student Association.

Article 20 Before entering the dormitories and rooms for repairing, construction, or other related matters, Office of General Affairs or other related units shall inform Campus Life Assistance Division, Office of Student Affairs and make an announcement or give notice.

Article 21 Campus Life Assistance Division, Office of Student Affairs may conduct safety, hygiene, and other inspections listed in Chapter Five in the rooms and public areas of the dormitories with related units and the dormitory staff after making an announcement.

Article 22 The examination, repair and maintenance of power lines, Internet cable lines and surveillance cable TV lines are assigned to professionals by the NCU administration. Personnel other than the assigned professionals should not conduct the affairs listed above in this article.

Article 23 Costs for lodging in dormitories are charged according to the announced standards. Dormitory cost shall be paid along with tuitions and miscellaneous fees. Boarders in the waiting list and during winter and summer vacation shall make payment and complete verification before moving in.

Standards for dormitory costs during a semester:

1. Postgraduates’ dormitories are charged on monthly basis. Boarding for less than a month will be counted as a month. The boarding period for the first semester is from September to the next January whereas that of the second semester is from February to August.
2. Undergraduates’ dormitories are charged according to the time of application. Those applying for boarding after the beginning of the semester and before one-third of the semester shall pay for the total amount of the dormitory cost. Those applying before two-thirds of the semester shall pay for two-thirds of the amount; those applying after two-thirds of the semester shall pay for one-third.

Refund standards:

1. The calculation of the refund is based on the date the moving out procedure is completed and the dormitory staff signs for the completion of inspection.
2. The refunds for postgraduates who graduate, suspend, withdraw from school, transfer to another school, or receive an official injunction to move out are given based on the number of remaining boarding months whereas the refunds for undergraduates of the same situation are given in proportion according to the refund standards issued by Ministry of Education.
3. No refunds for applying for moving out from the dormitories for temporary lodging during winter and summer vacation.
4. No refunds for voluntary moving out from the dormitory. Those moving out from the dormitories for special reasons may make application from Campus Life Assistance Division, Office of Student Affairs and get refunds in the abovementioned standards after the application is approved.

The refund for the application for dormitory changing is given by proportion based on the date the changing is ratified. Those needing to pay the differences shall make payment before moving in the dormitory; those needing to receive refund will receive the amount after moving in the dormitory.

Chapter 4 Dormitory Autonomy

Article 24 In order to maintain and promote the quality of dormitory life, boarders living in each dormitory should hold a dormitory convention within one month after the first semester begins. The decision of the issues discussed in the dormitory conventions should not violate the school regulations of NCU, this Regulation, national policies or the law.

Article 25 Dormitory conventions consist of boarders in each dormitory and are convened by the managing staff in each dormitory. There are two categories of dormitory conventions: regular meetings (being held once in every academic year) and provisional meetings (being held when necessary). When members of dormitory student association may not convene a dormitory convention for certain reasons, the Student Services and Dormitory Division should convene the dormitory convention directly. Members of dormitory student associations who engage in misconduct in their duties will be dealt with according to “The Principles to Establish the Dormitory Student Association.”

Article 26 The positions of the chairs of the dormitory organizations should be taken by the members of the dormitory student associations. For organization decisions to be effective, a quorum equal to at least one seventh of all boarders must be in attendance, with decision by majority the guiding principle. When a quorum is not present, the decision of the organization may be acknowledged by boarders

after the organization meeting through voting by ballot. The number of voters should exceed one fourth of the number of boarders in the dormitory.

Article 27 Dormitory organizations should discuss the following issues:

1. Matters that need to be improved, altered or changed in dormitory life
2. Public covenants of dormitory life
3. Regulations for using public spaces in dormitories
4. Options for the dormitory's subscriptions to newspapers, books and magazines
5. Related regulations about boarders' cleaning their dormitories on their own
6. Other issues about dormitory management

Article 28 Campus Life Assistance Division, Office of Student Affairs, Military Instructors of the dormitories, and the dormitory staff shall be invited to attend the dormitory organization meeting. Representative of related affairs may be invited to the meeting as well. The meeting minutes shall be announced after ratified by Office of Student Affairs.

Chapter 5 Dormitory Regulations

Article 29 Boarders must follow the matters listed as follows during the period of lodging:

a Cooking with fire, burning materials, having barbecues, setting off fireworks, stealing power with private electric wires, and storing materials that endanger public safety are forbidden in dormitories.

b Monopolizing one whole room, trading or selling rooms or beds, occupying other boarders' rooms or beds, or refusing roommates' moving in the rooms are forbidden.

c. Accommodating guests in dormitories from 23:00 PM to 7:00 AM is forbidden.

d. Drinking alcohol, gambling, fighting, smoking, eating betel nuts, playing mahjong, using illegal drugs, and all other behaviors that hinder the safety and peace of the dormitories are forbidden in the dormitories.

e. Desk lamps, hair dryers, fans, radios, electric razors, computers and other electric appliances approved by NCU administration are allowed for boarders to use.Other electric appliances are forbidden. Those provided or approved by NCU are allowed.

f. Boarders should meet guests in living rooms or in other designated

spaces in dormitories from 7:00 AM to 23:00 PM. Guests entering boarders' rooms should gain permission from the Student Services and Dormitory Division (during office hours) or the Military Education and Student Safety Division (before and after office hours, and on holidays and on weekends).

1. After rooms in dormitories have been assigned and distributed,

transferring rooms privately without permission is not allowed. Changing and transferring rooms should gain permission from the Office of Student Guidance.

1. Parking motorcycles and bicycles and keeping pets in dormitories or in the rooms are forbidden.
2. Hindering other boarders' studying and sleeping in the dormitories and rooms is forbidden.
3. Conducting business activities in the dormitories is forbidden.
4. Boarders should keep the dormitory environment clean. Placing and storing personal belongings on the terrace or in public areas in the dormitories are forbidden.
5. Altering the original facilities and equipment in the dormitories is forbidden. Anyone who breaks or loses the original facilities and equipment must pay for the damage or loss according to their prices.
6. Appropriating public property and facilities in dormitories is forbidden.

Article 30 Maintenance and Cleaning of Dormitories

1. Boarders should cherish public property and maintain the normal use of the indoor facilities and equipment in the dormitories and in the rooms. If the facilities, furniture and equipment have a breakdown or are broken, boarders should report the damage through the online report and repair system.
2. Any kind of poster, propaganda or announcement print should be

submitted to the Office of Student Guidance for approval. Posters, propaganda and announcement prints must be posted on a designated bulletin board with approval.

1. Shower rooms, washrooms, and terraces in dormitory rooms should be cleaned by boarders living in each room. Before the dormitories are closed every semester, the boarders shall cooperate with the inspection procedure. If the boarders are determined to leave the areas uncleaned and a large amount of garbage on purpose, their rights to live in dormitories will be abolished.
2. Boarders should follow the timetable for dormitory cleaning arranged by the members of the dormitory student association to clean the dormitory. The right of living in dormitories of those without implementing the duties and failing to make improvement after being admonished will be abolished.

Article 31 Those violating Article 29-1-4 of the Regulation will be admonished in written form for the first time and receive an official injunction to move out for the second time and the party, his (her) parent/guardian, and mentor will be informed in written form. Those violating Article 29-5-7 of the Regulation will be admonished in written form for the first and second time, but will receive an official injunction to move out for the third time and the party, his (her) parent/guardian, and mentor will be informed in written form.

Those violating Article 29-8-13 of the Regulation will be admonished in written form for the first to the fourth time and receive an official injunction to move out for the fifth time and the party, his (her) parent/guardian, and mentor will be informed in written form.

The violation of each item of Article 29 of the Regulation during living in the dormitory will be accumulated. Those violating item 1-7 and receiving written admonishment for three times and written admonishment of each item for five times will receive an official injunction to move out for the fifth time and the party, his (her) parent/guardian, and mentor will be informed in written form although the violator may not meet the individual regulation of the abovementioned three items

Article 32 Those living in the dormitories without permission shall move out from the dormitory immediately and pay for the dormitory fee.

Article 33 Boarders shall not enter rooms or non-reception area of other dormitories without permission.

Article 34 Students who are expelled from an dormitory by an injunction to move out from the dormitory may not apply for moving in the dormitory again.

Article 35 Students who violate “The Regulations for Rewarding and Punishing Students” of NCU in dormitories will be dealt with according to the regulations mentioned above in this article.

Chapter 6 Additional Items

Article 36 The Regulation and its amendment shall be submitted to Student Affairs Council for review and approval before announcement for implementation.