

National Taiwan Normal University

Regulations for Student Dormitory Counseling

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Article 1. Purpose

The purpose of these Regulations is to establish the student dormitory management organization and the criteria for dormitory application, allocation, check-in, check-out, housekeeping, assessment, rewards and punishments.

Article 2. Organization and Duties of the Student Housing (hereinafter referred to as the Student Housing)

1. The Student Housing is responsible for the application, allocation, management, residential services, maintenance of order in the dormitory, and handling of incidental matters.
2. The Student Housing has set up a number of administrative staff to carry out the dormitory administrative affairs.
3. The Student Housing provides counseling for dormitory students to set up the Student Dormitory Committee and to establish a student self-governance system in the dormitory. The Student Housing provides counseling and assistance in maintaining public safety, health and order in the dormitory rooms, and in obtaining the welfare of students' boarding and lodging in order to improve the quality of life. The Student Dormitory Committee University Charter shall be established separately.

4. The Student Dormitory Arbitration Committee has been set up to provide counseling and review on disputes related to student dormitories. The Directives for the Establishment of the Student Dormitory Arbitration Committee shall be formulated separately.

Article 3. Application and Allocation

1. Standards for Dormitory

(1) Students (excluding night classes and weekends in-service students) applying for dormitory shall submit their applications and the required documents to the Student Housing within the period specified in the announcement. After the Student Housing accepts the application, undergraduate students from junior to senior years and graduate students (Master's and Ph.D.) shall be assigned dormitories according to the following order by computer-generated random numbers.

(a) 1st order:

(i) Students who hold a low-income household certificate or low-and middle-income household certificate issued by the county and city government, or students who were approved by the Ministry of Education in the previous academic year as the first level of the scholarship program for disadvantaged students.

(ii) Students with disabilities.

(iii) Foreign students and overseas Chinese students in the first to fourth years of bachelor's degree programs and first-year graduate students (Master's and Ph.D.).

(iv) Outlying island students who have been domiciled outside of Taiwan for more than one year.

(v) Indigenous students who have been domiciled in their native tribes for more than one year.

(vi) Students who are rewarded in accordance with dormitory related regulations.

(b) 2nd order:

(i) Those who have a household registration and have actually resided in a county or city other than Taipei City and New Taipei City (except for the 11 districts of Sanzhi, Shimen, Jinshan, Wanli, Ruifang, Gongliao, Shuangxi, Pingxi, Pinglin, Wulai, and Shidin) for at least one year.

(ii) Foreign students and overseas Chinese students other than those in the 1st order.

(iii) School sports teams.

Bachelor's degree students are assigned from junior to senior grades, and graduate students (Master's and Ph.D.) are assigned according to the computer-generated random numbers of the old and new students.

(c) 3rd order: Students other than those in the 1st and 2nd order.

(2) Students who voluntarily leave the dormitory are not allowed to apply for dormitory again during the academic year. Students who fail to pay the dormitory fee and dormitory deposit within the specified period of time after their application for dormitory has been approved and assigned a bed are deemed to have voluntarily withdrawn from the dormitory, and their beds are considered empty and are to be filled at any time, and their standard order of dormitory shall be lowered by one order in the next academic year (except for new students who retain their student status).

(3) Students who have been ordered to leave the dormitory shall not apply for a student dormitory again during the period of study at the school.

(4) If a student intentionally changes the household registration for the purpose of dormitory without the fact of residence and is illegally raised to the next higher order, the student shall be lowered to the end of the 3rd order after the verification, in order to protect the rights and interests of the students who live far away and need to live in the dormitory. Students who apply for dormitory after changing their household registration shall attach the "House Ownership Certificate" or "House Lease Contract Notarized by the Court" or "Certificate of Actual Residence" (shall be certified and stamped by the village office or the police station in the district)" of the parents or the students themselves.

2. Application for allocation and replacement: Applications for dormitory shall be processed online in accordance with the specified time, and late applicants shall be lowered to the end of the 3rd order. The allocation results shall be announced on the website. If a student withdraws from the dormitory or a bed becomes vacant after the start of the semester, a replacement shall be made according to the category (undergraduate or graduate) to which the original bed belongs.

3. In order to protect the health and safety of the students, all first-time applicants shall provide the medical examination form required by the school health center within three weeks from the beginning of the current academic year. Failure to provide the medical examination form within the specified period of time shall result in the student being disqualified from dormitory status for the current academic year.

4. Those who are suffering from legally communicable diseases that cannot be cured within a short period of time and need isolation or special treatment are not allowed to apply for dormitory. However, if the student truly needs to live in a dormitory, the student shall submit a diagnosis letter from a public hospital and apply for a special report for approval before applying for dormitory. If any of the above conditions occurs during the dormitory period, the student may be ordered to leave the dormitory depending on the situation if it is deemed to be detrimental to the public interest.

5. In the event of natural disasters, communicable diseases, or major accidents that may jeopardize the safety of the dormitory, the dormitory students shall cooperate in the allocation and adjustment of the dormitory beds.
6. Students applying for the dormitory are obliged to cooperate with the Student Housing in repairing and cleaning the public space of the dormitory (including the interior of the rooms), as well as conducting safety inspections, and to assist in any necessary emergency response.
7. The dormitory application period is based on the principle of one academic year, and the fees are paid in the first and second semesters (the fees do not include the winter and summer vacations).
8. Students shall be allocated to the dormitories on the basis of their legal gender.
9. The NTNU Dormitories Rules of Gender-Friendly Governing shall be separately formulated, and transgender dormitory matters shall be specifically handled in accordance with these general guidelines.

Article 4. Check-in, Departure, and Withdrawal from the Dormitory

1. Students who have been notified and approved to live in the dormitory shall complete the payment of the dormitory fee and the dormitory deposit within the specified period, and those who fail to do so shall be regarded as abandoning it. After completing the payment, students shall go to the dormitory service desk to check in according to the announced date and bed space. The dormitory room may not be transferred to another person, and violators shall be ordered to leave the dormitory.
2. Each dormitory student is required to pay a deposit of NT\$1,500 per semester and during winter and summer vacations. After moving into the dormitory, students shall be responsible for taking care of the public properties they are assigned to use, and shall be obligated to maintain the cleanliness of the dormitory rooms as well as the public areas and the environment. When students withdraw from the dormitory, they shall follow the regulations of each dormitory for the deduction of the dormitory deposit, and they shall complete the check-out procedures in accordance with the schedule announced by the Student Housing for the academic year, winter vacation, and summer vacation. Failure to comply with the schedule for moving out procedures shall result in the deduction of the entire dormitory deposit and immediate cancellation of the right to live in the dormitory for the current academic year (including winter and summer vacations) and the next academic year (including winter and summer vacations). The Student Housing, together with the leaders of Student Dormitory Committee, shall take photos of the items left behind and notify the cooperative cleaning company to centrally manage the items. After 7 days, the items shall be disposed of as waste and we shall not be liable for any damages. Those who have been canceled the right to live in the dormitory due to the reasons mentioned above and have been assigned to the dormitory for the new semester (academic year) shall apply for the withdrawal

from the dormitory within 7 days; those who fail to check out of the dormitory within the deadline after the notification shall be ordered to withdraw from the dormitory.

3. Students who have graduated, withdrawn from the school, or have left the dormitory shall complete the check-out procedures within 7 days (14 days for overseas Chinese students and foreign students) (including holidays) after receiving the notification of approval. Students who fail to complete the procedures within the deadline shall be treated as stated in the above second paragraph.

4. Students who leave the dormitory shall pay off all the fees, borrowed public properties and keys, and compensate for any damage to public properties. Students shall not check out of the dormitory until they have completed the check-out procedures

5. The standard fees for student dormitory are as follows:

Students who have been approved to live in the dormitory and have been assigned a bed in the dormitory before the standard check-in date announced by the Student Housing for the academic year, summer vacation, and winter vacation shall pay the full amount of the dormitory fee. Students who move into the dormitory after the standard check-in date shall pay the dormitory fee under the round up method based on the actual date of dormitory bed assignment, calculated on a weekly basis, or on a one-week basis if it is less than one week.

6. When students check out of the dormitory, the relevant refund regulations are as follows:

(1) Check-out during the first and second semester:

(a) Students who apply to check out of the dormitory during the semester before August 1 (inclusive) and January 1 (inclusive) shall be refunded the full amount of the dormitory fee paid and half of the dormitory deposit.

(b) Students who apply to check out of the dormitory during the semester before the announced check-in date (excluding that date) shall be refunded the full amount of the dormitory fee paid but the dormitory deposit shall not be refunded.

(c) Students who apply to check out of the dormitory within 30 days of the announced check-in date shall be refunded three-fourths of the dormitory fee paid. If the deduction of one fourth of the dormitory fee is less than the dormitory deposit, the amount of the dormitory deposit shall be deducted.

(d) Students who apply to check out of the dormitory after 30 days of the announced check-in date and before the completion of midterm examination shall be refunded half of the dormitory fee paid. Students who apply to check out of the dormitory after the completion of midterm examination shall not be refunded for the dormitory fee paid.

(2) Check-out during the summer vacation

(a) Students who apply to check out of the dormitory before the announced check-in date (excluding that date) shall be refunded the full amount of the dormitory fee paid but the dormitory deposit shall not be refunded.

(b) Students who apply to check out of the dormitory after the announced check-in date (including that date) shall not be refunded the dormitory fee paid. If students check out of the dormitory in accordance with Article 4, Paragraph 3 of the Regulations due to graduation, withdrawal or suspension, and complete the check-out procedures within 20 days of the announced check-in date, then one-half of the dormitory fees paid shall be refunded.

(3) Check-out during the winter vacation

(a) Students who apply to check out of the dormitory before the announced check-in date (excluding that date) shall be refunded the full amount of the dormitory fee paid but the dormitory deposit shall not be refunded.

(b) Students who apply to check out of the dormitory after the announced check-in date (including that date) shall not be refunded the dormitory fee paid. If students check out of the dormitory in accordance with Article 4, Paragraph 3 of the Regulations due to graduation, withdrawal or suspension, and complete the check-out procedures within 20 days of the announced check-in date, then one-half of the dormitory fees paid shall be refunded.

(4) Students who are ordered to withdraw from the dormitory shall not be refunded the dormitory fee and dormitory deposit paid.

7. When students who have paid dormitory fees change their dormitories, the refund and payment regulations are as follows:

(1) Refund: Same as the provisions in Paragraph 6.

(2) Payment: Same as the provisions in Paragraph 5 for the payment of the difference.

8. The check-in and check-out dates for each academic year shall be announced by the Student Housing.

Article 5. Dormitory Rules to be Observed by Dormitory Students

1. Students shall regularly check their mailboxes and e-mail accounts.

2. When borrowing public properties (items) such as spare room keys and trolleys, students shall fill out an application form and provide the borrower's identification.

3. When leaving the dormitory, students shall turn off the power and lock the doors and windows.

4. Motorcycles and bicycles shall be parked in designated parking areas.
5. Maintain the quietness of the dormitory.
6. Students shall not move or change dormitory equipment and items without authorization, and shall be responsible for compensating for any damages.
7. Students shall abide by the regulations of the Student Housing or the Student Dormitory Committee in posting propaganda.
8. Students shall participate in the fire or earthquake evacuation drills in the student dormitories for one time per academic year, or participate in the fire drills certified by the Fire Safety Museum of Taipei City Fire Department before the dormitory application deadline (including that day) for the next academic year.
9. The dormitory repair time is generally during working days. If the equipment in the dormitory is out of order, students shall take the responsibility to cooperate with the repair work. If it is not possible to cooperate with the repair work, the staff of the Student Housing shall assist and accompany the maintenance personnel to enter the dormitory to deal with the problem appropriately. In case of force majeure, the Student Housing shall not be liable for any compensation for failure to supply water, power or related services.
10. In case of emergency or safety incident, when rescuing people, repairing facilities and items in the dormitory, or checking the identity of the dormitory students, the responsible unit may enter the dormitory directly to handle the situation appropriately. If the student disagrees with the emergency handling, the student may file a complaint with the responsible unit within 7 days; the responsible unit shall inform the student in writing and by e-mail within 3 working days after receiving the complaint.
11. Relevant regulations for depositing (receiving) items announced by the Student Housing or the Student Dormitory Committee shall be followed.
12. If the dormitory needs to be closed for some reason, no students are allowed to enter the dormitory without permission during the closure period.
13. It is prohibited to keep pets or other animals in dormitories (except guide dogs) to maintain public health.
14. Students shall abide by the access control regulations.
15. If the environment and facilities of the dormitory cannot be repaired for a short period of time, thus jeopardizing the safety of the dormitory, dormitory students shall cooperate with the allocation and adjustment of the dormitory beds.
16. Students who stalk, sexually harass, sexually assault, sexually bully, campus bully, or who have been referred to the NTNU Gender Equality Education Committee or related specialized units for consideration shall cooperate with the allocation and adjustment of dormitory beds.

17. Safety doors and mandatory power-off switches shall not be used for non-emergency escape.
18. When using public kitchens, students shall be responsible for the safety and maintenance of the kitchens.
19. The dormitory is completely non-smoking, in order to maintain public safety.
20. Students shall pay the dormitory fee, dormitory deposit, dormitory electricity fee, heat pump fee, gas fee, and other fees on time.

Article 6. Winter and Summer Vacation Dormitory

1. The measures to close dormitories (centralized dormitory) during winter and summer vacations shall be implemented after assessing the actual situation of each campus.
2. Applications for winter and summer vacation dormitories shall be processed according to the schedule and method announced by the Student Housing. Late applications shall not be accepted and the application results shall be announced on the website.
3. Students who are not winter or summer vacation dormitory students shall return the borrowed public properties according to the announced timetable, clean the dormitory and check out of the dormitory. If there are items left behind, they shall be disposed of as waste and the Student Housing shall not be responsible for any damages.
4. The dormitories not in use during winter and summer vacation shall be locked and no student shall open them without authorization except for the administrators and the inspections and repairs. Violators shall be punished according to the circumstances. If the unauthorized opening causes damage to public property, the student shall pay for the damage in full.
5. Students who have been approved for summer vacation dormitory shall have their beds re-assigned to them by the Student Housing.
6. Students who have been approved for winter vacation dormitory shall, in principle, keep their original rooms and beds, while non-dormitory students shall be assigned beds by the Student Housing.

Article 7. Housekeeping Regulations

1. The dormitory shall be kept clean and its housekeeping regulations can be set up by the dormitory students who share the same dormitory room.
2. Students shall sort out the garbage in the dormitory by themselves and dispose of the general garbage to the cleaning cart at the specified time without arbitrary disposal.

3. The Directives for Student Dormitory Environment Inspection shall be formulated separately. The points shall be counted in accordance with the provisions of the directives and be included in the student's total number of points in the academic year.

4. The Directives for Student Dormitory Electricity Consumption shall be formulated separately. Students shall comply with the electricity consumption provisions in accordance with the Directives.

Article 8. Bathroom Regulations

1. The principle of energy conservation shall be observed in the use of water and electricity in bathrooms.

2. Keep the bathrooms clean and tidy. Do not place personal items in the bathrooms when not in use, and do not defecate, spit, or dispose of your personal belongings at will.

Article 9. Handling of Mails

1. Dormitory students shall use the name of the dormitory they live in and the number of their dormitory room as their correspondence address, which shall include the street name and the postal code of the dormitory.

2. Students' mailboxes shall be set up in their dormitory rooms. General letters shall be distributed to the dormitory mailboxes and shall be picked up by the recipients. Registered letters and parcels shall be registered and notified by the staff of the Student Housing for recipients to sign and pick up, and shall not be picked up without authorization. If the letters are not picked up after seven (7) days (including holidays), the letters shall be regarded as uncollected and returned back. If the letters are abandoned, the letters shall be regarded as uncollected and returned back.

3. The dormitory does not collect postal items that require refrigeration, contain live animals, are cash-on-delivery, or are used for returns (exchanges).

Article 10. Entry and exit of dormitory and reception of guests

1. Regulations on entering and exiting the dormitory:

(1) Dormitory students shall enter and leave the dormitories by using their student ID cards, and shall enter and leave the dormitories in accordance with the dormitory's access control methods (they may not cross the access control gates or follow other people into the dormitories).

(2) Dormitory students shall not enter the floors of the opposite sex without authorization and shall abide by the rules for meeting guests in each dormitory.

(3) Students not residing in the dormitory shall not enter the control zone of the dormitory without authorization except during the meeting hours.

(4) Students shall not bring out the public property of the dormitory without the approval of the Student Housing's staff.

2. Rules for meeting guests:

(1) Conversation with guests shall not affect the order of the dormitory.

(2) It is prohibited to carry dangerous or prohibited items.

(3) The time and place of meeting guests as well as the related regulations shall be formulated and announced by the Student Dormitory Committee of each dormitory under the guidance of the Student Housing.

Article 11. Assessment, Rewards and Punishments

1. Students who violate dormitory rules shall be dealt with in the following ways:

(1) Borrowing spare keys (access control cards) is limited to 5 times per semester. Students who borrow more than this shall be deducted by 1 point each time.

(2) Students who engage in any of the following behaviors shall be deducted up to 5 points, depending on the severity of the case:

(a) Violating the Article 5, Paragraph 2 of the Regulations.

(b) Violating the Article 7, Paragraph 1 of the Regulations.

(3) Students who engage in any of the following behaviors shall be deducted 5 points:

(a) Behavior that interferes with other students' daily life or sleep and does not listen to the advice of others.

(b) Parking motorcycles or bicycles outside the designated parking areas of the dormitory.

(c) Piling up or hanging personal belongings outside designated areas announced by the dormitory.

(d) Hanging ropes to dry clothes or other items without authorization.

(e) Shouting or arguing in the dormitory, or making sustained or high-decibel noise and other behaviors that disturb the peace of others in the dormitory.

(f) Moving or changing dormitory equipment and items without authorization.

- (g) Engaging in political, religious, or commercial promotional activities in the dormitory and refusing to comply with advice or warnings.
 - (h) Failing to participate in the fire or earthquake evacuation drills in the student dormitories for one time per academic year, and failing to complete the make-up training.
 - (i) Failing to cooperate with dormitory maintenance, repair, or cleaning operations.
 - (j) Failing to properly pack or completely seal boxes in accordance with the relevant regulations for depositing (receiving) items.
 - (k) Failing to deposit or receive items within the prescribed period in accordance with the relevant regulations for depositing (receiving) items.
 - (l) Failing to store food, perishable items, or hazardous materials in accordance with the relevant regulations for depositing (receiving) items.
 - (m) Failing to sort garbage or disposing of it arbitrarily.
 - (n) Failing to keep the bathrooms clean (such as urinating or defecating in inappropriate places, spitting, or leaving personal belongings lying around).
 - (o) Using emergency exit doors without authorization.
 - (p) Alcoholism in the dormitory.
- (4) Students who engage in any of the following behaviors shall be deducted 10 points:
- (a) Occupying empty beds.
 - (b) Switching dormitories or beds without authorization
 - (c) Failing to comply with the notification to cooperate with the allocation and adjustment of dormitory beds.
 - (d) Lending student ID cards, keys, access cards, etc., to others for entering or leaving the dormitory.
 - (e) Failing to enter or leave the dormitory in accordance with the dormitory access control procedures.
 - (f) Failing to comply with guest receiving regulations.
 - (g) Entering the floors of the opposite sex without authorization.
 - (h) Bringing people into the restricted areas of the dormitory without authorization.
 - (i) Taking letters or parcels without authorization.
 - (j) Bringing out public properties of the dormitory without authorization.

(k) Causing trouble in the dormitory and its surroundings.

(l) Failing to cooperate with repair or maintenance work during emergencies or safety incidents.

(m) Bringing in personally owned high-power electrical appliances with power consumption exceeding 500 watts (excluding hair dryers), such as electric hot pots, freezers, rice cookers, electric stoves, electric kettles, electric thermos pots, electric irons, ovens, induction cookers, microwave ovens, electric heaters, etc.

(5) Students who engage in any of the following behaviors shall be ordered to leave the dormitory:

(a) Setting off firecrackers.

(b) Gambling.

(c) Stealing.

(d) Bringing prohibited items.

(e) Engaging in any form of physical conflict.

(f) Behavior that jeopardizes public safety, personal safety, or personal privacy.

(g) Keeping persons who are not residents of the dormitory from staying overnight.

(h) Transferring the bed to others, maliciously rejecting the roommate assigned by the school, or entering the dormitory without authorization.

(i) Damaging public property in a serious way.

(j) Smoking in the dormitory.

(k) Privately cooking in areas other than designated cooking areas.

(l) Using open flames in the dormitory, such as lighting incense, candles, or burning objects.

(m) Modifying or transferring power sources without permission, using emergency power supplies without authorization, using personally owned high-power electrical appliances with power consumption exceeding 500 watts (excluding hair dryers) such as electric hot pots, freezers, rice cookers, electric stoves, electric kettles, electric thermos pots, electric irons, ovens, induction cookers, microwave ovens, electric heaters, etc., or conducting cryptocurrency mining.

(n) Stalking, sexual harassment, sexual assault, sexual bullying, or campus bullying in the dormitory, where such conduct has been resolved to be established by the NTNU Gender Equality Education Committee or has resulted in prosecution by a judicial authority.

2. Dormitory students who violate the regulations shall be deducted points in accordance with these Regulations and shall not be allowed to apply for reversal of the points. If the total number of deduction points reaches 10 during the academic year, the student shall be lowered 1 place in the standard order of dormitory in the next academic year; if the total number of deduction points during the academic year reaches 20 points, the student shall be ordered to leave the dormitory.

3. Students who are late in the payment of dormitory fees, dormitory deposits, dormitory electricity fees, heat pump fees, gas fees, or any other fees, and who fail to pay within 3 days after the 1st written and e-mail notification of reminder, shall be lowered one place from the standard order of dormitory for the next academic year. If the student fails to pay within 3 days after the 2nd written and e-mail reminder, the student's right to apply for dormitory shall be suspended for 1 year. If the student fails to pay within 3 days after the 3rd written and e-mail reminder, the student shall be ordered to leave the dormitory unless there are special circumstances.

4. Students who have been ordered to leave the dormitory shall complete the procedures within 7 days from the day following the date of approval.

5. Students who violate the dormitory regulations shall be punished in accordance with these Regulations as well as the Regulations for National Taiwan Normal University Student Rewards and Penalties.

Article 12. These Regulations shall be implemented after approval by the Student Affairs Council and approval by the President. The same shall apply to any amendments.

(This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.)