

## Asia University Student Dormitory Housing Registration and Management Guidelines

- 90.10.10 90 1st student affairs council of the academic year - Passed
- 92.1.22 91 Amendments to 2nd semester student affairs council of the academic year - Passed
- 93.12.15 93 Amendments to 1st semester student affairs council of the academic year - Passed
- 94.6.22 93 5th university affairs council of the academic year - Passed.  
Legislative name changed to "Asia University"
- 95.4.11 94 Amendments to 2nd semester student affairs conference of the academic year - Passed
- 96.7.20 95 Amendments to 1st semester student affairs council of the academic year - Passed
- 99.10.14 99 Amendments to 1st semester student affairs council of the academic year - Passed.  
Clauses 8, 11, 15, 16, 18, 19
- 99.12.1 Asia University confidential case number 0990012374 released
- 100.1.27 99 Amendments to 2nd student affairs council of the academic year - Passed  
Clauses 1, 2, 4, 5, 6, 8, 23
- 100.7.1 Asia University confidential case number 1000008343 released
- 100.12.9 100 Amendments to 1st student affairs council of the academic year - Passed.  
Clauses 6, 7, 8, 19
- 101.1.11 Asia University confidential case number 1010000269 released
- 102.01.09 101 Amendments to 1st student affairs council of the academic year - Passed.  
Clauses 3, 6, 7, 9, 11, 12, 14, 15, 16, 18, 20
- 102.2.27 Asia University confidential case number 1020001768 released
- 103.06.18 103 Amendments to 1st student affairs council of the academic year - Passed  
Clauses 3, 6, 7, 8, 20
- 103.09.01 Asia University confidential case number 1030010653 released

1. This university has specifically designated these guidelines in order to attain the goal of student life education and to promote proper student dormitory management, as well as safeguard a safe and quality living environment.
2. Housing registration and management of this university's student dormitories, shall be handled according to these guidelines unless otherwise specified by government related laws and regulations.
3. Organization and responsibilities:
  - (1) The student affairs and dormitory services group, run under the guidance of the student affairs committee, shall be responsible for planning, managing supervision over the student dormitories, mentor the "Student Dormitory Management Committee" in carrying out affairs, and a dormitory staff member appointed by the university shall execute the following tasks:
    1. Dormitory access security control.
    2. Take care of and serve as a mentor on student housing matters, and censure as well as respond to inappropriate student conduct.
    3. Guard public assets, registration, manage water and electricity, supervise the maintenance of cleanliness of the dormitory environment, various simple facility repairs and improvements, etc.
  - (2) Student cadre groups will be specially designated in order to improve the services offered to the residential students, whereby they shall effectively carry out various tasks pertaining to the dormitory. Positions will be arranged as stated below:
    1. Dormitory Leader: : Each dormitory will have 1 designated dormitory leader, who is to be nominated by the respective dormitory's students, and then selected by the dormitory services group. Duties will include assisting dormitory management staff in taking charge of the respective dormitory's cleanliness, overseeing the order of the building, roll call, attend dormitory meetings, responding to suggestions and comments, and assisting with the

holding of events, etc.

2. Floor Leader : Each floor will have 1 designated floor leader, who is to be nominated by the respective dormitory floor's students, and then selected by the dormitory services group. Duties will include assisting the dormitory leader in completing roll call, maintaining order and cleanliness of public areas, arranging and overseeing the distribution of duties, advocating relevant regulations, taking shifts, providing support during unforeseen circumstances, attending dormitory meetings, and providing aid in the holding of events, etc. The floor leader may need to leave campus for 1 day or longer, and as such, should ask other floor leaders to take over his/her duties during the time of absence.

3. Room Leader : Each dormitory room's occupant will nominate 1 person to act as the room leader. It will be up to the dormitory management staff or lead advisors to assess, reward, or change out the room leader every semester. Duties include assisting the floor leader with roll call, managing the cleanliness of the respective room, attending dormitory meetings. The room leader must shut off lights on time, oversee the usage of public items in the room, and maintain and return the room. The room leaders that may need to leave campus for 1 day or longer, should appoint a fellow roommate to take over his/her duties during the time of absence.

(3) In order to cultivate students' autonomous abilities to actively take charge of matters, and improve on the quality of dormitory life, the "Student Dormitory Management Committee" must be established and an autonomy convention must be drawn up.

4. In order to safeguard privacy rights within the student dormitories, unauthorized entry into the dormitories will not be allowed. Guests visits may only take place within the first floor guest room.
5. The university's student housing registration is based on a one year academic lease (that is, the next semester, winter, and summer break are not included). Those who apply for withdrawal before the leasing term is up will not receive their accommodation fees and deposits back, but those who do so because they are taking an authorized break from school, withdrawing from school, or another special reason that has been approved by the academic affairs officer, will not be subjected to these rules. As a result, those who apply for withdrawal and fulfill the necessary qualifications, must apply for the return of accommodation fees, and the return standards for such will be handled according to the university's refund regulations. Those withdrawing from the lease and requesting refunds should follow through with proper procedures to ensure that the refunds are successful.
6. In regards to dormitory bed registration, aside from the students whose cases have been reviewed and approved for priority spaces, the first year day class students will in principle, have priority. New postgraduate students, continuing undergraduate students, and transfer students will need to register on their own based on personal needs. Upon receiving notification from the dormitory services group that there are extra spaces available, aside from those suffering from contagious diseases or aggressive psychosis, registration for a space can begin, and will be handled as specified by the guidelines in the student handbook of the respective student's academic position.
7. Distribution of new student dormitory spaces will be done according to the regulations below:

- (1) Allocation of dormitory room areas to different departments will be decided upon by the dormitory services group, and the distribution of beds will be done according to the principle of gathering those within the same department.
  - (2) Those who wish to switch rooms must submit an application during office hours after the term has started. Unless there are special circumstances, there is a limit of one switch per semester.
8. For second year students, housing registration will be done as described below:
- (1) Register for housing online during the dormitory service group's office hours.
  - (2) The qualifications for priority spaces are as stated below:
    1. Those holding mental disability licenses or students with proven low-income households.
    2. Foreign students, overseas students, Aborigines, and pregnant students.
    3. Students who have already been selected to act as dormitory cadres in the next term.
    4. Students from outside or outlying islands and students with special circumstances in need of extra care and attention.
    5. Those who have resided in Yilan, Hualien, or Taidong for four consecutive months or longer.
    6. According to Asia University's volunteer services and management guidelines "Those with certified accumulation of 200 hours or more of volunteer services, must be provided with the right to housing accommodations without being put in a ballot".
    7. After the first year day class students and those with priority spaces described in 1. through 5. have been accounted for, extra bed availability will be allocated based on a random drawing to students who have registered for housing starting with second year students and above.
  - (3) 2 person rooms are limited to continuing graduate students who have completed registration within the appropriate timeframe. Those who wish to apply for 2 person rooms must register in-person at the dormitory services group's office. If there are too many applicants, the dormitory service group will distribute based on a random drawing. (Online registration is limited to 4 person rooms only)
  - (4) According to the regulations mentioned above, if there are extra spaces, after review and approval of a new student's housing qualifications are complete, notifications to fill in vacancies will be sent out according to students based on the order of the waitlist.
9. Living in the Dormitories:
- (1) Before moving in to the dormitories, students should first comprehend all rules and regulations, as well as submit accommodation fees and housing deposit. Upon moving in, the move-in deposit will be converted into a move-out deposit to be returned at the end of the lease.
  - (2) Students staying in dormitories must complete the move-in procedure within the first 2 weeks of the term. Those who have not completed the move-in procedure and have not applied for an extension to do so within the time limit, will be punished according to the university's "Student Reward and Punishment Methods", and will have their accommodation privileges revoked without refund of the housing deposits.
  - (3) After moving in, those who disturb the quality of housing for others are subject to be moved to a difference space under the jurisdiction of the dormitory service group.
10. Moving out and the return and usages of deposits:

(1) Sum: : One thousand New Taiwan Dollars even.

(2) Usages:

1. Repair fees when the person responsible for damages sustained on public property of the room cannot be determined.

2. Fees to hire cleaning staff when a room is left unclean upon move out.

The General Office Cashier Sector will be responsible for the submission, usage, and safeguarding of deposits, which will be refunded with documentation upon move out.

11. The dormitory service group will assess students' situations and then distribute dormitory rooms and spaces accordingly. Rooms and bed positions may not be moved, switched out, and altered without approval. Aside from demerits given according to the regulations, violators will be subject to punishment based on the Student Reward and Punishment Methods.
12. The student housing term is legally designated as 3 days before school begins until 3 days after final examinations end. The rest of the time will be handled according to the university's winter and summer break student housing management regulations.
13. When students are off campus during winter and summer break, any personal belongings should be taken care of personally, or arrangements should be made with the school to have them stored in a specified location. The school will not assume responsibility for guarding such items.
14. Those who need to apply for housing for special reasons during winter and summer breaks should do so within the notification period. A space will be allocated separately, so as to congregate residents in the same area. Winter and summer break student dormitory management regulations will be determined by the student affairs office.
15. When dormitory residents move in, they should inspect the room's facilities and amenities themselves, and fill out and sign the university dormitory's basic facilities checklist form. If there are any damages, immediately notify the repair staff and fill out a repair form. Such repairs will be done by the general office. During the housing period, if it is discovered that anyone has damaged anything, it will be their responsibility to partake in the restoration of the item or pay a certain fine, as well as fulfill other terms depending on the situation.
16. If a resident meets with any of the circumstances listed below, they should immediately apply for withdrawal from the dormitory:
  - (1) Graduation.
  - (2) Break from school, transfer schools, withdraw from school.
  - (3) Violate dormitory regulation(s), regardless of severity of the situation, lose 20 points due to violation of rules within one year
  - (4) Voluntarily apply for approved withdrawal from the dormitory.
17. Regulations regarding withdrawal procedures and refund or forfeiting of fees
  - (1) If a first year student or transfer student submits an application for withdrawal from the dormitory during the first semester due to economic, family, health, or other special circumstances, matters must be handled according to withdrawal procedures and administrative procedures before the party may move out of the dormitory.
  - (2) After review of their information and approval is obtained, students withdrawing who fulfill the

criteria stated below may then apply for a refund:

1. Those taking a break from school, withdrawing from school, or forced to leave the dormitory.
  2. First year students and transfer students withdrawing from the dormitories due to family economic factors (low-income household students, or other documented evidence provided by advisor or department director).
  3. Those with worsening health problems (please indicate the area of the problem and documentation from a hospital supporting such).
- (3) Those who meet the abovementioned refund criteria will receive the fees based on the standards listed below:
1. Those whose housing period has not exceeded one third of a full semester based on the referenced starting date, will have two thirds of their accommodation fees refunded.
  2. Those whose housing period has already exceeded one third of a full semester based on the referenced starting date, but have not reached two thirds of a full semester, will have one third of their accommodation fees refunded.
  3. Those whose housing period has already exceeded two thirds of a full semester based on the referenced starting date, will not have their accommodation fees refunded.
- (4) Housing spaces that are vacated due to graduation or voluntary withdrawal from the dormitory will be handled by student affairs office dormitory service group. Students filling the vacancies will submit fees according to the criteria below:
1. If the start of the substitution period has not exceeded one third of a full semester based on the referenced starting date, fees will be paid in full.
  2. If the start of the substitution period has already exceeded one third of a full semester based on the referenced starting date, but has not exceeded two thirds of a full semester, two thirds of the accommodation fees must be paid.
  3. If the start of the substitution period has already exceeded two thirds of a full semester based on the referenced starting date, one third of the accommodation fees must be paid.
- (5) The aforementioned referenced starting date will be determined according to regulations of the university's calendar.
- (6) Those who have not submitted an application according to regulations, aside from being subjected to punishment as described in the university's "Student Reward and Punishment Methods", will not have their prepaid deposits returned to them.
18. Maintaining the tranquility and cleanliness of the dormitory:
- (1) In order to improve the quality of dormitory life, the dormitory has a set limited access time which is referred to as "Quiet Time". During Quiet Time, students should maintain a quiet atmosphere and refrain from shouting. Every night after 12 o'clock, the use of televisions, washing machines, humidifiers, etc. in public areas are prohibited, so as to avoid disturbing the peace of nearby rooms.
  - (2) The responsibility of maintaining of order and cleanliness of doors, windows, glass, walls, floors, and other facilities within bedrooms, the area outside of the front door in the hallway,

the balcony, (first floor) courtyard, will be split among every residential student. Room leaders will be responsible for supervising.

- (3) The cleanliness of dormitory hallways, restrooms, laundry rooms, stairs, surrounding areas, courtyards, and other public spaces shall be maintained by the committee of dormitory leaders who will coordinate with each floor's floor leader to arrange alternating shifts in supervising cleanings.
  - (4) Dormitory management staff may, depending on the circumstances, enter bedrooms with dormitory cadres for inspections.
19. Upholding dormitory limited access time and safety:
- (1) Limited access time is from 11:30 p.m. through 5:30 a.m. of the following day. During other times, students may swipe their cards to come and go. Limited access times will be overseen by management staff.
  - (2) There will be roll call every day in the student dormitories at 11:30 p.m., residents should return to their bedrooms. If someone needs to leave or stay off campus during limited access time, the service staff should contact the student's parent or legal guardian and obtain consent and a signed affidavit. Upon completion of the procedures to request to vacate, the student may then leave.
  - (3) The emergency exit may not be opened or used except in the case of a natural disaster, fire, or other emergency situations so as to guard against the entry of hoodlums or strange people. Violators who damage dormitory properties will, according to the "Student Reward and Punishment Methods", receive a demerit and punishment, as well as take responsibility for repairs.
  - (4) The student dormitory holds disaster drill demonstrations X times a year. It is planned by the student affairs dormitory services group and presented by military training instructors. Residents are required to participate and are not allowed to be absent without a valid reason.
20. In order to safeguard the staff and student body's safety and quality of living environment, residents should follow rules and regulations. Aside from facing punishment based on the "Student Rewards and Punishment Methods", violators will also have points deducted.
- (1) Committing one of the violations states below once will result in the deduction of 5 points:
    1. Did not uphold the dormitory quiet time by talking and laughing loudly, shouting, or playing loud music or causing loud noises.
    2. Residents lent a student ID to someone else for use to enter the dormitory.
    3. Violated various rules of quiet time and committed actions that hindered the studying or sleep of others.
    4. Did not uphold responsibilities, or maintain cleanliness of the dormitory room.
    5. Rode a bike or scooter within the dormitory room or hallway, and negatively impacted the integrity of the entire dormitory and its property.
    6. Moving or removing tables and chairs, magazines and books, equipment, etc. in the common areas without permission.
    7. Has not filled out appropriate forms according to the dormitory management rules

(returning late, staying off campus, requesting vacation time, etc.).

8. Did not follow the various rules of the dormitory's limited access time.

(2) Committing one of the violations states below once will result in the deduction of 10 points:

1. Keeping a pet or animal in the room.
2. Letting a non-resident stay in the room, or letting a resident stay over even though it is not their room without permission, and impacting other people.
3. Bringing someone or entering the space of the opposite gender.
4. Leaving the dormitory or assisting someone in leaving the dormitory without permission after roll call
5. Altering electric circuits without permission or using electronic equipment not authorized by the university (computers, radios, recorders, lamps, fans, and mini-fans may be used), or using various equipment to cook food or boil water inside the dormitory.
6. Deliberately damaging public property (dirty or damage the walls, break doors or windows, or any other facilities and amenities of the bedrooms), will result in staff notifying parents to provide compensation for and handle the problem.
7. Not respecting the advice of dormitory management staff, senior advisor, or student cadre or showing bad attitude.
8. Entering or exiting or assisting with the entering or exiting through the dormitory's emergency doors or windows during a situation that does not threaten the safety of the dormitory.
9. Deliberately setting off emergency sirens.
10. Utilizing a broadcasting or monitoring system without the permission of the dormitory management staff.
11. Inviting or allowing a solicitor into the dormitory to engage in the retailing of products without permission.
12. Littering in or dirtying public areas.

(3) Committing one of the violations states below once will result in the deduction of 20 points:

1. Smoking inside the dormitory (including on the balcony or near doorways where others enter and exit)
2. Shouting, arguing, gambling, playing mah jong, drinking, or causing trouble inside the dormitory.
3. Stealing within the dormitory.
4. Burning things inside the dormitory, ultimately threatening public safety.
6. Letting someone of the opposite gender to stay over, or staying over at the opposite gender's dormitory.
7. Moving in, moving out, or switching beds without permission.
8. Possessing prohibited items (illegal drugs, poison, etc.), dangerous items (firearms, ammunition, and control gear), and items that hinder hygiene and sanitation.
9. Violate other serious related dormitory regulations.

(4) If a floor or room shows signs of the aforementioned violations, but no one admits to it,

everyone involved will have points deducted.

- (5) In regards to dormitory students losing points for violating related regulations, if 15 points or more are lost over the course of a year or at once, their housing privileges for the following academic year will be cancelled. Those who do not follow the rules even after losing 15 points, and lose 20 points over the course of a year or at once, must move out of the dormitory within 2 weeks. Accommodation fees will not be returned, and housing privileges for the current academic term will be cancelled.
- (6) Those who express remorse after violating one of the above stated rules for the first time may apply for a repentance service to null the deduction of points. The principles behind such are as follows:
  1. Every academic term, each person may only apply for repentance service once, based on the completion of an assigned task.
  2. Every hour of repentance service cancels out 1 point, and must be completed within 2 weeks of the initial point deduction notification and application for repentance service.
  3. Those who violate one of the offense of part (3) or commit a serious offense may not apply for repentance service.
21. If a resident exhibits favorable behavior during his/her housing term, he/she meets the university's "Student Reward and Punishment Methods" reward criteria, and may ask the school for a reward.
22. Dormitory renovations:

When students discover dormitory facilities that have been damaged or are out of order, they can fill out an electronic renovation form online, or contact the dormitory service staff. The general affairs office will send staff over to make repairs in order to uphold the quality of the student dormitory and reassure students so that they may study properly.
23. These guidelines have been passed by the student affairs council, and issued after approval by Principal Chen. Amendments will be made in the same manner.