

Chien Hsin University of Science and Technology Student

Dormitory Management Regulations

Adopted by the Executive Council on May 21, 2003

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Article 1 These regulations are established to improve the quality of student accommodation, maintain dormitory peace and hygiene, and enable students to study with peace of mind.

Article 2 The management of student dormitories at this university shall be conducted in accordance with these regulations, except as otherwise provided by relevant government laws and regulations.

Article 3 Dormitory Application: Dormitory applications are generally accepted for one academic year. Applications not submitted within the stipulated time limit will be considered as a waiver.

(I) Returning Students: Applications for dormitory accommodation for the following academic year should be submitted before the end of the second semester of each academic year, within the time frame specified in the announcement.

(II) New Students: To assist new students in adapting to the environment and focusing on their studies, priority will be given to new students applying for dormitory accommodation.

Article 4. Dormitory Allocation

I. Eligibility for Guaranteed Beds:

(I) Students with mobility impairments.

(II) Students facing sudden family emergencies or low-income households (holding a

low-income household certificate issued by the municipal or county (city) government).

(III) Overseas Chinese students, foreign students, and students from outlying islands (students alone in Taiwan).

(IV) Students serving as dormitory self-governance officers.

(V) Students who have previously served as enthusiastic volunteers in dormitory work.

(VI) Students with excellent performance during their previous dormitory stay (calculated based on points deducted).

II. Bed Allocation: The allocation will be based on a priority system as follows:

(I) Guaranteed Beds.

(II) First-year students of four-year technical colleges.

(III) New students of two-year technical colleges and graduate schools.

(IV) Other enrolled students.

Article 5 Dormitory Check-in

I. The dormitory period is from three days prior to registration to three days after the end of the final exams. Detailed dates will be announced separately.

II. Upon check-in, students should present their student ID, payment receipt, or a dormitory certificate issued by the student affairs office to the dormitory management staff to collect their keys.

III. Upon check-in, each room leader will inspect the dormitory facilities and property. Any missing or damaged items should be immediately reported to the building manager or counselor to clarify responsibility. For students checking out during the academic year, the dormitory counselor will assign a building manager to conduct an inventory. At the end of the academic year, the dormitory counselor will conduct a unified check-out inspection for all students. If any improper damage is found, the

student should proactively restore the original condition or compensate for the damage within the specified period.

Article 6 Dormitory Check-out

I. Students must check out of the dormitory immediately under any of the following circumstances:

(a) Graduation, leave of absence, withdrawal, or transfer.

(b) End of the academic year.

(c) Forced check-out.

(d) Approved check-out for special reasons.

(V) Students whose daily routines and habits severely disrupt others and are truly impossible to change.

II. Students withdrawing from the dormitory should follow these procedures:

(I) Obtain a withdrawal application form and complete the withdrawal procedures with the dormitory counselor.

(II) For those approved to withdraw, the refund principles for dormitory fees are as follows:

1. Students who have stayed for less than $\frac{1}{3}$ of the semester (calculated according to the school calendar) may request a refund of $\frac{2}{3}$ of the dormitory fee.

2. Students who have stayed for more than $\frac{1}{3}$ but less than $\frac{2}{3}$ of the semester may request a refund of $\frac{1}{3}$ of the dormitory fee.

3. Students who have stayed for more than $\frac{2}{3}$ of the semester are not eligible for a refund.

4. Dormitory stay dates are calculated from the start of the semester.

(III) Students who damage public property may request a refund of their dormitory

fee and deposit only after compensation (restoration) is completed and certified by the counselor.

(IV) Graduating students must vacate their dormitories by 5 PM on the fifth day following the graduation ceremony. Those extending their studies may remain until the end of the semester when a new vacancy date is announced.

(V) The deposit will not be refunded for students who vacate their dormitories under the following circumstances:

1. Forced vacating.
2. Voluntarily applying to vacate or not continue residing during the academic year (first or second semester).

(VI) The deposit will be refunded for students who vacate their dormitories under the following circumstances:

1. Graduation
2. Leave of absence
3. Withdrawal
4. Transfer
5. Approved off-campus internship

(VII) If any belongings are left in the dormitory after cleaning, NT\$500 per person will be deducted from the deposit as cleaning fees.

Article 7 Application for Accommodation During Winter and Summer Vacations

I. Application Requirements:

(I) Students who will be staying on campus for summer studies, workshops, experiments, or work-study programs.

(II) Students or clubs that will be participating in club activities during the vacation.

(III) Foreign students, overseas Chinese students, and students from outlying islands residing alone in Taiwan.

(IV) Other special reasons.

II. Application Deadline: Applications must be submitted within the time frame specified in the Office of Student Affairs announcement.

III. Eligible students should apply through the dormitory management system, complete payment before the deadline, and be assigned a bed by the Student Affairs Office.

IV. Fees: Accommodation during winter and summer vacations is charged on a daily basis at NT\$100 per day. Applications for stays of less than one week or non-consecutive stays will not be accepted.

V. Upon completion of the winter and summer vacation accommodation period, check-out procedures must be completed after inspection and approval by the management staff.

VI. Non-resident students may apply for accommodation for off-campus internships or summer programs. A deposit of NT\$500 is required, and procedures outlined in points II to V above must be followed. The deposit will be refunded upon completion of the check-out procedures.

Article 8. General Dormitory Matters

I. To cultivate students' appreciation for public property and resources, a deposit of NT\$2,000 per person must be paid along with the first dormitory fee payment. This deposit will be deducted directly from the deposit for any damage to public property; if insufficient, the difference will be made up. Once the individual deposit is used up, an additional NT\$2,000 deposit must be paid. The deposit will be refunded without interest upon graduation, leaving the school, or not renewing dormitory residency at the end of the academic year.

II. To cultivate students' habit of rational energy use, electricity usage is based on a pay-as-you-go principle. Each person's basic electricity consumption is 200 kWh per semester (calculated over four months). Electricity costs exceeding the combined basic consumption for a dormitory room will be shared by all students in that room and will be charged separately. Students who fail to pay their electricity bills for the semester will not be allowed to reside in the dormitory for the following semester.

III. To ensure students get adequate sleep, the dormitory internet access is available from 5:00 AM to 1:00 AM the following day.

IV. Students should take good care of their personal belongings. The school is not responsible for their safekeeping, and no compensation will be claimed from the school for any lost items.

V. The General Affairs Office or relevant departments may enter dormitories and rooms for repairs, construction, electrical inspections, or other related matters after notifying the Student Affairs Office and dormitory counselors.

VI. The Student Affairs Office may, in conjunction with relevant departments, conduct safety and hygiene inspections of dormitories.

VII. To improve the quality of dormitory life, the Resident Student Association may formulate its own "Living Agreement" according to procedures. Its content must not conflict with these regulations. All resident students must abide by the "Living Agreement" passed by resolution; violators will be subject to disciplinary action ranging from a reprimand to more severe penalties, depending on the severity of the offense.

VIII. During the academic year, if there are communication problems or insufficient beds, resident students must accept bed adjustments.

IX. Student dormitory beds must accommodate at least three people per room. If this number is not met, dormitory management will arrange room adjustments without objection. Students who do not wish to share a room must check out within two weeks, and their deposit will not be refunded.

Article 9 Dormitory Parking Management

1. Parked vehicles must comply with parking regulations and follow the instructions of the parking attendant. The person responsible for any damage to the parking area or other parked vehicles will be liable for compensation.

2. The dormitory attendant is responsible for maintaining order and security in the parking lot.

3. Vehicles belonging to vendors, business travelers, and guests must be registered and parked according to the instructions of the attendant.

4. Vehicles parked illegally (obstructing traffic, in areas where parking is prohibited at

the main gate, etc.) may be locked by the management staff. When retrieving the vehicle, proof must be presented, and points will be deducted. Repeated violations and poor attitude will be subject to disciplinary action according to school regulations, depending on the severity of the offense.

5. Motorcycles belonging to non-resident students are not allowed to be parked in the dormitory parking lot. Failure to comply with these regulations, and continued reprimands, will be subject to disciplinary action according to school regulations, depending on the severity of the offense.

Article 10 Regulations for Resident Students

1. The management of student dormitories at this university shall be governed by these regulations, unless otherwise stipulated by law.

II. Curfew hours are from 12:00 AM to 5:30 AM daily. Students are not permitted to enter or leave without prior approval or a completed off-campus application. Those needing to leave for medical treatment or in case of an emergency must complete an exit registration form.

III. Dormitories and corridors should be kept clean at all times. Each dormitory head is responsible for supervising this.

IV. Slippers and inappropriate clothing are not permitted when entering or leaving the dormitory lobby.

V. The common room is open from 7:00 AM to 11:00 PM.

VI. Loud noises, talking, and playing music are prohibited in student dormitories to avoid disturbing others.

VII. Before winter and summer vacations, and before leaving the school, students must clean the dormitory under the supervision of their dormitory head and have their rooms inspected by the dormitory counselor before leaving. Violations will result in disciplinary action against both the student and the dormitory head.

VIII. Students must participate in all dormitory safety training sessions during their stay.

IX. Dormitory visits must be conducted in designated areas.

10. Boarding students must sleep in their assigned rooms and beds and are not allowed to change or give up their beds without permission.

11. Students are responsible for the safekeeping of the public property assigned to them after moving into the dormitory. Any damage or loss must be compensated according to regulations. The dormitory head will check the property before students leave.

12. Smoking and chewing betel nuts are prohibited in the dormitory area.

13. Boarding students are not allowed to enter dormitories of the opposite sex or allow non-residents to stay overnight.

14. Pets are not allowed in the dormitories.

15. Boarding students are not allowed to install electrical outlets in their rooms or use electric stoves, electric cookers, electric spoons, or other items that could endanger public safety and order. For first-time offenders, the items will be confiscated; for repeat offenders, they will be expelled from the dormitory and subject to disciplinary action. (In the event of a fire, in addition to the parents being liable for compensation, the individuals involved will bear criminal responsibility.)

16. Cooking, burning items, or setting off fireworks are prohibited in the dormitory area.

17. Playing mahjong, gambling, excessive drinking, and climbing walls are prohibited in the dormitory area.

18. Maliciously damaging public property is prohibited.

19. Carrying or storing any dangerous or prohibited items (including firearms, ammunition, knives, obscene items prohibited by law, drugs, etc.) is prohibited and violates dormitory safety regulations.

20. Inviting outsiders to gather in the dormitory or engaging in activities or commercial activities not approved by the school is prohibited.

21. Theft is prohibited (subject to expulsion according to the school's student reward and punishment regulations).

Article 11 Rewards and Punishments

1. Students who promote the public good of the student dormitory will be rewarded according to the school's student reward and punishment regulations. Outstanding students may serve as dormitory volunteers and have priority for accommodation in the following academic year.

2. Anyone who violates these regulations or other school rules will be subject to disciplinary action according to the school's student reward and punishment regulations or have points deducted according to the school's student dormitory life point system, depending on the severity of the offense. Serious violations may result in expulsion from the dormitory.

III. Students who violate dormitory regulations and are ordered to vacate the dormitory will not receive a refund of their dormitory fees and will not be allowed to apply for accommodation during their term of study.

Article 12 Gender-Friendly Dormitories

I. Designation Area: The first floor of both male and female dormitories is designated as the gender-friendly dormitory area.

II. Accommodation Application: Transgender students may apply for accommodation in gender-friendly dormitories. Applications are processed on a case-by-case basis through the dormitory administrator.

Article 13 Internet access shall be handled in accordance with the "Campus and Dormitory Internet Management Regulations".

Article 14 This regulation shall be implemented after being approved by the Executive Council and the President, and the same applies to any amendments.