

# The Guidance and Management of student dormitory in Kaohsiung Medical University---General Regulations of Dormitory

## I . Accommodation Safety Care

1. Roll call is taken every Monday to Thursday 10: 30 pm-11: 30 pm to check stay status.
2. Those who did not return to the dormitory for 3 consecutive days without explaining the reasons to the leaders, will be recorded for 5 penalty points since the fourth days, and their parents will be informed by the school safety personnel for not returning to the dormitory more than 7 days.

## II . Dormitory Norms and Violation Management Guidelines

In order to maintain the safety and order of the dormitory, it is necessary to set up a dormitory standard and adopt a system of recording penalty points for those violating the regulations. Residents having one of the following circumstances and are reported by the dormitory manager, leaders from Student Dormitory Committee or the other residents, will be recorded points accordingly (actions that violate the school rules will be managed in accordance with the "Student Merit and Penalty Regulations"). Accommodation norms and the standard of recording points are as follows:

### 1. In violation of the following rules will be recorded for 20 points:

- (A) Stack up items or post posters in public spaces without approval in the dormitory.
- (B) Discard personal items without classifying properly that destroy the cleanness of the surroundings.
- (C) Posting promotional materials or drawing graffiti.
- (D) Hanging clothes in a public space that is not a clothes- drying area.
- (E) Using dormitory phone more than 10 minutes and affect the time for others to use it.
- (F) Using dehydration machine, washing machines and dryers in South or North House during 00: 00-06: 00 am that affects the tranquility of the public.

### 2. In violation of the following rules will be recorded for 50 points:

- (A) Making noises in public area or bedrooms of the dormitory, affecting the quietness of public, roommates or residents downstairs and ignoring discouragement or offending repeatedly.
- (B) Using washing machine to wash lab coats.
- (C) Being absent without asking for a leave in a disaster prevention drill and safety training for the residents.
- (D) Items in mailbox occupy over a reasonable space that endangers walking safety of the public.
- (E) Deface/ take away public property will need to compensate according to the cost apart from being recorded points.
- (F) Conducting religious and commercial (transaction) activities without permission.
- (G) Violating the regulations of academic network usage.
- (H) Stay in the dormitory without applying for accommodation during summer vacation.

### 3. In violation of the following rules will be required to withdraw from the dormitory.

- (A) Any illegal action or actions that endanger public health, living tranquility or public safety.
- (B) Misconduct that violate the grounds of morality and social ethics.
- (C) Brawling with others in the dormitory.
- (D) Replacing, exchanging privately and occupying forcibly the beds or excluding others' stay.
- (E) Failed to compensate according to the cost within 14 days for damaging public property of the dormitory intentionally or negligently.
- (F) Residents whose penalty points of the dormitory have been recorded for or over 100 points.
- (G) Bringing in or keeping illegal (contraband) items or dangerous articles.
- (H) Conducting unlawful actions via the internet of the dormitory.
- (I) Changing or damaging the circuit or billing system of A/C privately to avoid the billing.
- (J) Keep pets in the dormitory.
- (K) Making emergency door not properly closed by blocking it with items without permission.
- (L) Letting non-residents of the dormitory to live in without permission.
- (M) Give the access card (student ID card) to non-residents, letting them to enter in the dormitory.
- (N) Drinking, smoking and gambling in the dormitory.
- (O) Cooking in the dormitory (except for the kitchen at the North House.)
- (P) Burning papers or articles in the dormitory.
- (Q) Residents enter into non-accommodation area.

4. Dormitory withdrawal case requested by orders must be reported to the Office of Student Affairs for the final decision.

5. Residents whose penalty points has been recorded for over 50 points will be cancelled the qualification of dormitory application and also be excluded from the waiting list of dormitory vacancy for the next academic year.

## III . Illegal or dangerous articles refer to:

1. Firearms, ammunition and knives defined in Controlling Guns, Ammunition and Knives Act.
2. Narcotic drug and related equipment defined in Narcotics Hazard Prevention Act.
3. Cigarette, alcohol, betel nut and other item that is harmful to physical and mental health of students.
4. Classification and scope of public hazardous materials stipulated in Public Hazardous Substances & Flammable Pressurized Gases Establishment Standards & Safety Control Regulations.

## IV . To counteract the penalty points:

1. Students who has accumulated for 20 (or above) penalty points can make a points- cancellation request to the Division of Student Assistance of Office of Student Affairs within 10 days (except for on weekends and national holidays) once confirmed. Procedure for the application is as follows:
  - (A) Collect the penalty points cancellation application form to counteract the penalty points from the Division of Student Assistance.
  - (B) Submit the application form to be ratified by the chief of the Division of Student Assistance.
  - (C) After finishing public service, the guidance recording sheet of the applicant needs to be ratified by the chief of the Division of Student Assistance.
  - (D) The preceding rule should be treated in confidential.
2. Principle of counteracting the penalty point:
  - (A) 5 hours public service for 10 penalty points; 10 hours public service for 20 penalty points, and so forth. The service should be implemented on a daily base, and no more than 4 hours per day.
  - (B) The range for public service: environment cleaning in dormitory area or other proper tasks.
  - (C) The public service should be done in 4 months after the arrangement; applicant who fails to accomplish in time under special circumstances needs to be approved by the chief of Division of Student Assistance.
  - (D) If applicant violates the regulation again during the cancellation process or after the cancellation in a month, he/her original punishment will be restored.