

CYCU Regulations Governing Management of the Student Dormitory

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June 3, 2021 Amended at the Meeting of Student Affairs during the 2nd semester in the school year of 2020

December 22, 2021 Amended at the Meeting of Student Affairs during the 1st semester in the school year of 2021

Article 1. The Regulations Governing Management of the Student Dormitory are established by the Chung Yuan Christian University (CYCU) in order to improve the student dormitories' quality, maintain the dormitories' peace and cleanliness, establish a fair study environment, and be in line with the implementation of the performance assessment on dormitory management and counseling. (Hereafter referred to as the "Regulations")

Article 2. The Office of Student Affairs shall be responsible for providing the counseling service about dormitory students' life, processing and reviewing the students' applications for dormitory accommodation and allocating the accommodation, guiding the dormitory students in founding their Student Dormitory Service Committee, and helping to carry out the counseling service for the student dormitory. (The Articles of Association for the Student Dormitory Service Committee shall be established separately.)

Article 3. The dormitory students' management is the responsibility of the Student Housing Service Division of the Office of Student Affairs of CYCU and all those on the Student Dormitory Service Committee. The dormitory supervisor and on-study staff shall jointly handle the nighttime guidance.

Article 4. Requirements about the application for dormitory accommodation:

1. Freshmen may apply for dormitory accommodation as a priority at the time of admission.
2. Sophomores and above, as well as graduate students, may apply for dormitory accommodation for the next school year in March of each year uniformly.
3. New graduate students and transfer students may apply for dormitory accommodation with the dormitory supervisor directly upon registration.

Article 5. The application for dormitory accommodation shall be approved in the following order:

1. Students holding a disability card and from low-income families or middle-low-income families.
2. All those on the Student Dormitory Service Committee who pass the performance assessment.

3. School team members and athletic students who are performing well and are recommended by the Office of Physical Education of CYCU.
4. Freshman applicants shall be allocated dormitory accommodation according to the distance from the school of their registered residence (before the confirmation of acceptance).
5. Offshore students
6. With special circumstances passed by evaluation and approved by the Dean of Student Affairs.
7. Household registration on an offshore island for more two years before admission (household certificate is required).
8. For sophomore or above applicants (including the students of master's programs or doctoral programs), dormitory accommodation shall be allocated based on the results of an online random drawing.
9. Deferral students.
10. Students of in-service master's programs.

Article 6. Other than the dormitory students, no person is allowed to enter the dormitory or reside in the dormitory.

Article 7. The students whose applications are approved shall move into the dormitory within one week after the dormitory opens. Failure to do so shall constitute the student's waiver to the dormitory accommodation, and punishment shall be imposed on the student, such as reprimand or more, unless they comply with the requirements about registration leave.

Article 8. Dormitory students are not allowed to transfer their dormitory bedrooms to any other student or switch the same privately after the dormitory bedrooms are decided. Those who fail to comply with this requirement shall be evicted from the accommodation and receive the relevant punishment.

Article 9. The application for vacating the dormitory and related punishment:

1. Upon receipt of approval, the students may reside in the dormitory for one school year (1st semester and 2nd semester) only and are not allowed to apply for vacating the dormitory or for a refund of payment in the middle of the school year (unless they suffer from some known disease).
2. The students who vacate the dormitory privately in the middle of the school year shall receive the relevant punishment and be prohibited from claiming a refund of payment and applying for dormitory accommodation again.
3. Any students who affect the safety, peace, and health of the dormitory severely due to personal factors and interrupt the other dormitory students' daily routines shall vacate the dormitory and be prohibited from applying for the dormitory again.
4. Any students who receive one (1) reprimand for breach of the dormitory rules during any semester shall be disqualified from applying for the dormitory. Those who receive two (2) reprimands or more shall be ordered to vacate the dormitory if necessary.
5. No punishment will be imposed on freshmen who apply to vacate the dormitory during the adaption period (one (1) month from the date of term identified in the calendar), and they will receive a refund of 2/3 of the accommodation expenses.

Article 10. The students who are allowed to reside in the dormitory during summer and winter vacations shall be re-allocated the dormitory bedrooms and shall move into the

dormitory as scheduled.

- Article 11. The students shall clean up their bedrooms and public areas and hand over any public property in their bedrooms to the Student Dormitory Service Committee when moving out of the dormitory.
- Article 12. When any public property of the dormitory becomes unusable, the user or room leader (floor commissioner) shall complete the written application form for repair and maintenance, and the old property shall be given to the dormitory guidance office to forward to the General Service Section of the Office of General Affairs for handling. Where the public property is damaged due to misuse, the damage shall be borne personally. Where the damage is caused by all the roommates' misuse, the damage shall be borne by all the roommates.
- Article 13. All bedroom roommates shall elect one from among them to act as room leader to be responsible for managing the bedroom. The bedroom and public areas shall be cleaned up by all roommates in turn. The relevant shift schedule shall be delivered to the dormitory supervisor for recording.
- Article 14. A dormitory's cleanliness shall be evaluated by the Student Dormitory Service Committee. Selected by evaluation, the excellent and poor bedrooms will receive the relevant reward and punishment.
- Article 15. In order to maintain a normal daily routine and the accommodation's quality in the dormitory, the interval from 8:30 PM until 6:00 AM the next day is set as the dormitory's "peace & quiet hours," in which each bedroom shall keep quiet. Dormitory students shall turn off their bedroom lights at 12:00 AM each day.
- Article 16. In order to maintain the accommodation's safety, the dormitory will implement access control each day from 12:00 AM until 6:00 AM the next day. Anyone who enters or exits the dormitory after 12:00 AM shall enter his/her signature and state the reason in accordance with the relevant requirements and also comply with the regulations about access control and nighttime roll call adopted by the dormitory.
- Article 17. In order to upgrade the dormitory's quality of life and promote the dormitory business, the dormitory supervisor and the Student Dormitory Service Committee shall establish the "Dormitory Rules" through the relevant procedures, which shall be enforced by the authority of the Office of Student Affairs, provided that the Rules shall not be in conflict with the Regulations. The "Dormitory Rules" as approved upon resolution shall be followed by all the dormitory students. Any students who violate the Rules shall receive punishment, such as reprimand or more, if necessary.
- Article 18. Upon approval of the Meeting of Student Affairs, the Regulations shall be promulgated by the President and enforced. The same shall apply where the Regulations are amended.

CYCU Dormitory Rules

Amended in May 2008
 Amended in June 2009
 Amended in May 2010
 Amended in June 2011
 Amended on December 21, 2011
 Amended on May 15, 2013
 Amended on October 18, 2016
 Amended on December 25, 2020
 Amended on December 22, 2021

- I. Upon receipt of approval, the students shall reside in the dormitory for one (1) school year (1st semester and 2nd semester) only and are not allowed to apply to vacate the dormitory or for a refund of payment in the middle of the school year. The students who vacate the dormitory privately in the middle of the school year shall have two reprimands imposed and be prohibited from claiming a refund of payment and applying for the dormitory accommodation again.
- II. No punishment will be imposed on freshmen who apply to vacate the dormitory during the adaption period (one (1) month from the date of term identified in the calendar), and they will receive a refund of 2/3 of the accommodation expenses.
- III. The student is not allowed to transfer his/her dormitory bedroom to any other student or switch privately after the dormitory bedroom is decided. Where the student fails to comply with this requirement, he/she shall be evicted from the accommodation and have two (2) reprimands imposed.
- IV. In order to maintain the dormitory's safety and order, the following rules are established. Any violators thereof shall be subject to the loss of points:

Item No.	Matters for the loss of points	Loss of points
I.	Smoking, drinking, playing mahjong, gambling, or fighting in the dormitory;	20
II.	Misappropriating (using) another person's belongings without permission;	20
III.	Permitting any person other than dormitory students or relatives to stay overnight;	20
IV.	Providing accommodation to any person other than dormitory students or relatives in violation of the visitors' rules;	10
V.	Refusing to take instruction from faculty, members of the Dormitory Service Committee, or room leaders continuously and acting impolitely;	10
VI.	Depositing any contraband, flammable, or hazardous goods or dangerous items in the dormitory;	10
VII.	Using electric appliances banned in the rules (exclusive of electric fans and hair dryers) or cooking privately in bedrooms;	10
VIII.	Presenting inadequate statements to the public, attacking, or slandering others;	10
IX.	Disrupting the safety, peace, and health of the dormitory severely due to personal factors and interrupting the other dormitory students' daily routines;	10
X.	Failing to enter signatures and state reasons in accordance with the requirements for controlled access;	5
XI.	Failing to attend assemblies or communication campaigns without justified reasons;	5
XII.	Adversely affecting the group's cleanliness or public health; (Including the failure to clean up public areas, failure to classify rubbish as required, and littering)	5
XIII.	Raising animals in the dormitory;	5
XIV.	Failing to park in accordance with the relevant requirements; (automobiles, motorcycles, and bicycles)	5
XV.	Improperly using or damaging any public property; (Any damage is to be compensated at the same price, and punishment imposed in accordance with the school rules if the case is considered material.)	2
XVI.	Roaring, making noises, or leaving a hi-fi on at a high volume; (The punishment shall be doubled during peace & quiet hours or midterm exam week.)	2
XVII.	Dumping garbage, shoes, or miscellaneous goods in the public areas or pathways outside the bedroom without permission;	2
XVII I.	Failing to turn off the bedroom light as required;	2
XIX.	Failing to report the loss of a student ID card, temporary access card, or bedroom key immediately and thereby causing a safety issue;	2

Remarks	<ol style="list-style-type: none"> 1. One (1) reprimand is issued for a loss of 10 points or more per semester; two (2) reprimands are issued for a loss of 20 points or more per semester; Upon receiving a notification, the student shall register the cancellation of the loss of points within two (2) weeks to make the loss of points less than 19 points. Any student who fails to comply with this requirement shall vacate the dormitory and be prohibited from claiming a refund of payment. Any student who receives one (1) reprimand for a breach of the dormitory rules shall be disqualified from applying for dormitory accommodation. 2. The punishment shall be increased in the cases of successive violations or intentional violations. If the case is considered material (major demerit or above), the relevant student shall be disciplined according to the school rules and ordered to vacate the dormitory. 3. The loss of 1 point may be waived for thirty (30) minutes of dormitory volunteer service, provided that the waiver is only applicable to the loss of points in the current semester. 4. The latest loss of points record of violations of the dormitory rules is displayed in the E-portal for students: http://itouch.cycu.edu.tw. Please log in with the login name (student ID) and password and click the personal information/→comprehensive personal information/→accommodation information. Please make use of the online search as soon as possible. 5. The loss of points record will be published on a monthly basis and sent to the students' parents. The record will also be integrated at the end of each semester as the basis for the next application for dormitory accommodation. 6. The requirements for student dormitory nighttime roll call are provided in the "Regulations Governing Student Dormitory's Access Control and Nighttime Roll Call" separately. 7. Subject to circumstances and students' attitude post-event, teachers or the Dormitory Service Committee may suggest increases or decreases in various violators' loss of points.
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- V. Where any student is ordered to vacate the dormitory due to a burglary or non-dormitory students' intrusion caused by the negligence referred to in paragraph 19, the student shall receive one minor demerit.
- VI. Any matters not covered in said table shall be implemented in accordance with the student handbook (Student Rewards and Disciplinary Regulations). Each dormitory may establish its own regulations, if necessary.
- VII. The Dormitory Rules are enacted and amended by the dormitory supervisor and the Dormitory Service Committee, and promulgated and enforced by the authority of the Office of Student Affairs.

CYCU Regulations Governing Student Dormitories' Access Control and Nighttime Roll Call

Amended in May 2008
Amended in June 2009
Amended in June 2011
Amended in May 2013
Amended in May 2014
Amended in October 2016
Amended in July 2019
Amended in December 2020
Amended in December 2021

- I. The regulations are established in order to maintain the dormitories' safety through access control and maintain dormitory students' interests and rights.
- II. The dormitory will implement the access control every day from 12:00 AM until 6:00 AM the next day and the nighttime roll call from 11:00 PM until 12:00 AM each day. The nighttime roll call shall be conducted in the manner researched, defined, and published by the Dormitory Service Committee separately.
- III. Students who enter/exit the dormitory during access control shall log their signatures and state their reasons voluntarily in accordance with the relevant requirements; otherwise, they shall be subject to the loss of 5 points. Subject to the resolution by the Dormitory Service Committee of each dormitory, the Committee shall hold a discussion meeting whenever a violator exceeds the prescribed quota of points in the current month.
- IV. The student who brings friends of the other gender into the dormitory against the visitors' rules shall be ordered to vacate the dormitory and be sanctioned in accordance with the CYCU Regulations for Student Reward and Punishment.
- V. To ensure the safety and care of students, students leaving the dormitory more than six times (in and out are considered as two times) during the controlled period will be reported to the military training officer and their parents for counseling. However, this restriction does not apply on Fridays and Saturdays.
- VI. Loss of points shall be imposed on the following circumstances:

Item No.	Matters for loss of points	Loss of points
I.	Asking another person to conduct the roll call on their behalf or conducting the same under a false name; Asking another person to tap their card on their behalf or tapping a card for another person during voluntary roll call;	10
II.	Failing to enter signatures and state reasons in accordance with the requirements during access control;	5
III.	Receiving or delivering goods during access control of the dormitory;	5
IV.	Going out for more than the prescribed counts. (Remark 1)	4
V.	Repeating the roll call more than five (5) times (inclusive) per month;	2
VI.	Going out without first applying; (Remark 2)	1

Remarks	<ol style="list-style-type: none"> 1. Going out for more than the prescribed counts: Going out shall be registered online in advance, within fifteen (15) days prior. There shall be no more than seven (7) consecutive days of going out. The student who fails to reside in the dormitory less than twelve (12) days per month (exclusive of national holidays and regular days off) or goes out more than twenty (20) days per month shall be reported to the department military instructor and his/her parents for counseling. The student who is found to go out 3 times or more, according to the statistics at the end of any semester, shall be disqualified from applying for dormitory accommodation for the next semester. 2. Going out without applying for leave of absence: Those who do not show up at the time of roll call and have no entry/exit record during access control. 3. Graduate students or students of any programs, design projects, cram school, and experimental projects may attach the related subject certificates to the application form and have the same signed by the faculty and certified by the department office or have the application authenticated by parents, in which case the number of application are not limited. 4. One (1) reprimand is issued for a loss of 10 points or more per semester; two (2) reprimands are issued for a loss of 20 points or more per semester, and the student shall vacate the dormitory and be prohibited from claiming a refund of payment. Any students who receive one (1) reprimand for breach of the dormitory rules shall be disqualified from reapplying for the dormitory. 5. The punishment shall be increased in the case of successive violations or intentional violations. If the case is considered material (major demerit or above), the relevant student shall be disciplined according to the school rules and ordered to vacate the dormitory. 6. The loss of 1 point may be waived for thirty (30) minutes of dormitory volunteer service, provided that the waiver is only applicable to the loss of points in the current semester. 7. The students who abide by the dormitory rules and enthusiastically promote the public interest shall be rewarded if necessary. 8. The latest loss of points record of violations of the dormitory rules is displayed in the E-portal for students: http://itouch.cycu.edu.tw. Please log in with the login name (student ID) and password (consisting of 8 digits for the date of birth AD) and click the personal information/→comprehensive personal information/→accommodation information. Please make use of the online search as soon as possible. 9. The loss of points record will be published on a monthly basis and sent to the students' parents. The record will also be integrated at the end of each semester as the basis for applying for dormitory accommodation during the next school year. 10. CUCY adopts a law-based administration. In accordance with Article 10 of the Personal Data Protection Act and Article 1086 of the Civil Code, if the student is aged 20 years old, parents must obtain the Parent Authorization signed by the student before they can make an inquiry.
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VII. In the case of any holidays of three (3) or more consecutive days, the flexible roll call policy shall be adopted, which shall be researched, defined, published, and executed by the dormitory supervisor's office and the Dormitory Service Committee separately.

VIII. The Dormitory Service Committee is entitled to convene a meeting of the relevant dormitory students to research and define the dormitory's self-governing life management regulations, which shall be subject to the agreement of 2/3 of all dormitory students. The meeting minutes shall be published and executed upon authorization of the Office of Student Affairs. The students may be trained for self-management ability and teamwork.

IX. The regulations are enacted and amended by the dormitory supervisor's office and the Service Committee, and promulgated and enforced by the authority of the Office of Student Affairs.