

Chang Gung University Regulations for Student Dormitory Life Guidance and Management

Article 1: General Provisions

1. Purpose:

These regulations are established to guide student behavior in the dormitories and to maintain a clean and orderly living environment. The goal is to cultivate the values of diligence and simplicity among students.

2. Applicable Scope:

These regulations apply to all students residing in the dormitories of Chang Gung University.

3. Supervisory Units:

- (1) Office of Student Affairs – Student Guidance Section
- (2) Office of Student Affairs – Student Housing Section
- (3) Dormitory Self-Governance Committee

4. Responsibilities of Guidance and Administrative Personnel

(1) Responsibilities of the Student Guidance Section:

Provide support for students' dormitory life, handle emergency or special incidents, and arrange and manage the on-duty dormitory counselor rotation.

(2) Responsibilities of the Student Housing Section:

- Manage and plan dormitory affairs.
- Respond to and resolve dormitory-related issues.
- Assist and support the operations of the Dormitory Self-Governance

Committee.

(3) Responsibilities of Dormitory Supervisor:

- Manage student accommodation and maintain the safety and cleanliness of public facilities.
- Arranging beds for residential students and handling matters related to accommodation and withdrawal.
- Inspect dormitory housekeeping, tidiness and maintenance of dormitory order, correct offenders and recommend rewards and punishments.
- In the event of dormitory safety hazards or student accidents, dormitory supervisors shall promptly report the situation to the Student Guidance Section, the Student Housing Section, and coordinate with the class advisor for appropriate handling. During nighttime hours, the incident shall be reported to

the designated on-duty staff.

- Assist dormitory student leaders in promoting and implementing dormitory affairs.

(5) Responsibilities of Dormitory Student Leaders

- Establish a Dormitory Self-Governance Committee and elect leaders such as a President and Vice President to promote dormitory self-governance.
- Maintain order and quietness in the dormitory, inspect the cleanliness and condition of rooms and facilities, and accept guidance from the Student Housing Section.
- Assist with the allocation of beds for residents and handle matters related to check-in and check-out procedures.

5. Implementation of Counseling and Guidance Measures

- (1) All levels of counseling and management personnel, along with student dormitory leaders, shall regularly provide guidance and evaluate the dormitory life of residents. They shall conduct inspections of the environment, personal space, and safety conditions to maintain order and cleanliness, which will serve as a basis for rewards and decisions regarding residency eligibility.
- (2) Homeroom teachers shall provide counseling on students' dormitory life, gain in-depth understanding of students' situations, and record summaries of their guidance using the "Dormitory Visit Record Form".
- (3) The Student Guidance Section shall implement planned counseling sessions for students identified as needing additional support.

Article 2. Residential Life Regulations

1. Application and Allocation

- (1) All students of the University are eligible to apply for dormitory accommodation. The University does not require freshmen to reside in dormitories, students may apply based on their individual needs. Students must apply for a semester bed during the designated period each semester in accordance with official announcements. Bed allocation may be reviewed and arranged by the Student Housing Section in coordination with the Dormitory Self-Governance Group and departmental representatives.
- (2) Students who apply for accommodation during the semester must complete an application form at the Student Housing Section and may move in only after receiving approval.
- (3) Students who have been approved for housing may retain their housing rights until the end of the academic year, except in cases of suspension, withdrawal, or

being ordered to vacate the dormitory. Students who are ordered to vacate may not reapply for dormitory housing for the remainder of the academic year.

(4) The University dormitories are managed separately for male and female students. However, students with special needs may apply for a “Multi-Needs Dormitory (多元需求宿舍),” with relevant procedures to be stipulated separately.

2. Move-in and Payment Regulations

(1) After students are assigned a dormitory bed by the Student Housing Section, they must collect the room key from the Dormitory Supervisor within two weeks after the semester begins. Any student who moves into the dormitory without approval will be considered in violation of university regulations and will be ordered to vacate immediately.

(2) For management purposes, the Student Housing Section may adjust room assignments as needed (e.g., when only 1–2 students are living in a 4-person room). Students are not allowed to change beds without approval. Unauthorized changes will be subject to penalties in accordance with the “Implementation Guidelines for Dormitory Violation Point System (學生宿舍違規記點規定實施辦法).”

(3) Students who apply for dormitory accommodation must complete all check-in procedures, including payment of accommodation fees and signing the Dormitory Agreement, before moving in. Accommodation fees for the semester must be paid together with the registration fees. Semester fees are calculated from the first Sunday of Week 1 to the Saturday of Week 18. Winter and summer sessions are billed separately.

(4) For students who apply to move into the dormitory during the semester, accommodation fees are charged as follows:

- If within the first third of the semester: full semester fee is required.
- If between one-third and two-thirds of the semester: two-thirds of the semester fee is required.
- If after two-thirds of the semester: one-third of the semester fee is required.
- For internship-related accommodations, fees may be calculated based on the number of weeks.

3. Withdrawal from Dormitory and Refund Regulations

(1) Residents who graduate, transfer, take a leave of absence, withdraw from the university, or are ordered to vacate the dormitory must immediately complete the check-out process, return the dormitory key, and move out.

(2) Refund standards for mid-semester dormitory withdrawal are as follows:

- Students who apply for withdrawal before the semester begins will receive a full refund of accommodation fees.
 - Students who apply for withdrawal within the first third of the semester will be refunded two-thirds of the accommodation fees.
 - Students who apply for withdrawal after the first third but before the two-thirds point of the semester will be refunded one-third of the accommodation fees.
 - Students who apply for withdrawal after the two-thirds point of the semester will not receive any refund.
 - Students who withdraw mid-semester due to internships or early graduation may receive a refund based on the number of weeks.
- (3) At the end of the first semester, residents must clean their rooms, return all borrowed items, and complete the check-out process, including returning the dormitory key, by the end of Week 18.
- (4) At the end of the second semester, residents must clean and empty their rooms, return all borrowed items, and complete the check-out process, including returning the dormitory key, by the end of Week 18.

4. Winter and Summer Vacation Housing Regulations

- (1) Students who need to stay in the dormitory during the winter or summer vacation must complete the application and payment procedures before moving in.
- (2) The accommodation fee is calculated on a weekly basis (a stay of less than one week is still charged as one full week). Each week begins on Sunday. Dormitory opening periods, fee standards, and application procedures shall be announced by the Student Housing Section.
- (3) Fee waiver eligibility for winter/summer accommodation:
- Students participating in service-related activities approved by the University or Dean of Student Affairs.
 - Students from low-income households and economically disadvantaged overseas Chinese students approved by the Office of Student Affairs.
 - Individuals or groups with special circumstances approved by the University or Dean of Student Affairs.
- (4) Winter Vacation Housing Allocation:
- Dormitory clearance is not required during winter vacation.
 - Students applying for winter housing will, in principle, remain in their original rooms. However, the Student Housing Section may reassign rooms based on administrative needs, dormitory maintenance, repainting projects, or off-campus

group accommodations.

(5) Summer Vacation Housing Allocation:

- For weeks not applied for during summer vacation, students must clear out all personal belongings and return their room keys to the Dormitory Supervisor by the end of the semester or by the final day of their summer housing period.
- If summer accommodation is applied for non-consecutive weeks, the room must also be cleared out during weeks not applied for.
- Dormitory rooms for summer housing will be assigned by the Student Housing Section, and students will be housed in designated dormitories.

5. Room Maintenance Regulations and Inspections

(1) Room Maintenance Regulations:

- Each dormitory room shall assign members to take turns cleaning and keeping the room tidy on a daily basis.
- Desktops should be kept clean, and books should be neatly arranged on the bookshelf.
- Bedding must be properly folded.
- Clothes should be stored in the wardrobe. Except on rainy days, hanging clothes to dry inside the room is not allowed.
- Toiletries and footwear must be neatly arranged.
- Posters, flyers, flags, or similar items must not be hung or posted on the walls or balconies without permission.

(2) Dormitory advisors, supervisors, and members of the Dormitory Self-Governance Group shall conduct inspections of the dormitory environment, room tidiness, and electrical safety.

If any irregularities are found, improvements must be made and a follow-up inspection conducted within one week.

For violations, disciplinary actions shall be taken, and recommendations for rewards or penalties should be submitted to the Student Housing Section using the “Chang Gung University Student Reward and Penalty Suggestion Form (長庚大學學生獎懲建議表)” or the “Chang Gung University Dormitory Violation Point Record Form (長庚大學學生宿舍違規記點建議表).”

6. Accommodation Regulations

- (1) Unauthorized move-in, subletting, or changing of assigned dormitory bed is strictly prohibited.
- (2) Students are not allowed to enter others' rooms without permission, bring individuals of the opposite sex into their rooms, or accommodate guests or

relatives overnight.

- (3) Room maintenance should be performed in accordance with regulations, and cleanliness must be maintained regularly.
- (4) Items that may disturb other residents are not allowed to be privately installed in the dormitory.
- (5) Keeping livestock or other animals in the dormitory is prohibited. However, if required for academic purposes, the instructor may provide proof, and animals may be kept during a specified period as long as hygiene standards are not compromised.
- (6) Hanging or posting portraits, posters, promotional materials, flags, or similar items outside the dormitory room without permission is prohibited.
- (7) The dormitory area (including rooms and common areas) should remain quiet. Loud noises, quarrels, fighting, playing mahjong, gambling, and alcohol consumption are not allowed.
- (8) Dormitory equipment may not be moved or replaced without authorization. Any damages must be compensated.
- (9) Unauthorized wiring of electrical power in rooms and bathrooms is prohibited. The following appliances are allowed in dormitory rooms: desk lamp, one television, computer, one electric kettle, fan, one dehumidifier, portable audio player, and hair dryer.
- (10) Possession of prohibited or flammable items in dormitory rooms is not allowed.
- (11) Cooking inside dormitory rooms is strictly prohibited.
- (12) Electrical appliances must be turned off when leaving the room.
- (13) Damaging surveillance equipment, emergency exit alarms, or using emergency exits without cause is strictly forbidden.
- (14) Nudity is not allowed in the dormitory.
- (15) Wearing pajamas or slippers while loitering around campus is prohibited.
- (16) Television use in the lounge should not disturb dormitory peace and order.
- (17) Books and newspapers placed in common areas must not be taken away.
- (18) No public activities are allowed during curfew hours; dormitory quiet must be maintained.
- (19) Personal items such as umbrellas and shoes may not be placed in the dormitory corridors.
- (20) Students must comply with the university's internet usage regulations.

7. Visiting Hours and Curfew Regulations

- (1) Students may visit other dormitories between 08:00 and 23:00. Visits must take place in the lobby of the respective dormitory building.
- (2) Non-students (including parents) may visit between 08:00 and 22:00. Visits must take place in the lobby of the respective dormitory building.
- (3) Conversations during visits must not disturb dormitory order.
- (4) Dangerous or prohibited items are not allowed in the visiting area.
- (5) Students must meet their guests in the dormitory lobby. Parents or other guests may not enter dormitory rooms unless approved and issued a visitor pass.
- (6) The dormitory curfew is from 00:00 (midnight) to 06:00 the next day. During this time, students entering the dormitory must swipe their student ID card. Those without their card must present identification and sign in. Students must not refuse identity verification by dormitory staff or security personnel.

8. Violation and Disciplinary Actions

- (1) Students who violate dormitory regulations may be reported by Dormitory Supervisors, administrative staff, or Dormitory Self-Governance members to the Student Housing Section. Disciplinary actions shall be taken based on the severity of the violation in accordance with the “Regulations for Violation Point System in Student Dormitories (學生宿舍違規記點規定實施辦法)” or the “Chang Gung University Student Rewards and Disciplinary Regulations (長庚大學學生獎懲辦法).”
- (2) Students who commit any of the following violations shall be expelled from the dormitory, and their residency rights shall be immediately revoked:
 - Unauthorized occupancy or transfer of dormitory bed space.
 - Damaging surveillance equipment, emergency alarm systems, or misusing emergency exits.
 - Disobeying dormitory staff’s instructions with an arrogant or uncooperative attitude.
 - Repeated violations of dormitory regulations despite prior penalties.
 - Maintaining extremely unhygienic or disorderly room conditions with no improvement after repeated warnings.
 - Entering rooms of the opposite sex or others without permission.
 - Bringing members of the opposite sex or unregistered guests into dormitory rooms.
 - Bringing dangerous or prohibited items into the dormitory, causing potential hazards.

- Gambling, drinking alcohol, fighting, or playing mahjong in the dormitory.
- Engaging in illegal activities or violating academic network rules via the dormitory internet.
- Unauthorized installation or modification of electrical wiring or outlets in dormitory areas (including personal and shared spaces).

Article 3: Dormitory Facilities Management Regulations

1. Facility Inspection

(1) Students shall inspect the condition of dormitory facilities on their own. In case of loss or damage, compensation shall be made in accordance with the University's regulations regarding the compensation for damaged public property. The responsible individual shall be held liable; if individual responsibility cannot be determined, the cost shall be equally shared among all residents of the room.

Facility inspection and relevant deadlines are as follows:

- Beginning-of-Academic-Year Inspection: Within one week after check-in.
- End-of-Academic-Year Inspection: Prior to check-out.
- Mid-Semester Room Change Inspection: At the time of move-out and move-in.
- Regular Inspection: Conducted periodically.

(2) When moving in, checking out, or changing beds, students shall inspect the dormitory facilities themselves, followed by a re-inspection by the Dormitory Supervisor. In case of any damage or loss of equipment, the matter shall be handled in accordance with the regulations outlined in the Chang Gung University Student Dormitory Life Guidance and Management Guidelines – 3.2 Facility Repairs, 3.3 Facility Loss or Damage Compensation (長庚大學學生宿舍生活輔導管理辦法—3.2 設備修繕、3.3 設備遺失、損壞賠償).

(3) At the end of the semester, check-out shall be handled on a room basis. A “Group Check-Out Application Form (團體退宿申請表)” must be submitted. Students who are not checking out shall be responsible for inspecting and taking full responsibility for the public property and cleanliness of the room on behalf of roommates who leave early. For mid-semester individual check-out, a “Personal Check-Out Application Form (個人退宿申請表)” must be completed, and the remaining roommates shall inspect the condition of the room and public property.

2. Facility Repairs

(1) When dormitory facilities are damaged, students shall submit a repair request

through the “Campus Repair Request System (工務請修系統).”

(2) If the reported item is not repaired within one week, students should contact the Office of General Affairs to facilitate repair tracking.

(3) The cause of the damage and liability for compensation shall be jointly assessed by the Dormitory Supervisor, the residents of the room, and the Maintenance Section.

- If the damage is due to improper use or intentional destruction, compensation shall be handled in accordance with the Chang Gung University Regulations (長庚大學公物損壞賠償辦法) on Compensation for Damaged Public Property.

(4) The cause of the damage and responsibility for compensation may be jointly assessed by the Dormitory Supervisor and the students. If a conclusion cannot be reached, the Maintenance Section may assist in the evaluation.

- If the damage is due to improper use or intentional destruction, compensation shall be handled in accordance with the Chang Gung University Regulations on Compensation for Damaged Public Property.

- If the damage is caused by the expiration of the facility’s service life or by force majeure, the university shall bear the repair costs.

3. Compensation for Lost or Damaged Equipment

(1) Based on the evaluation result (Repair Order 修復單) of the lost or damaged facility, the Dormitory Supervisor shall issue a “Report of Damaged or Lost University Property (公物損毀遺失報告單)” to be submitted to the Office of General Affairs for the calculation of compensation. The report will then be forwarded to the student for payment at the Cashier Section.

- For inspections at the beginning of the academic year or during the semester, the process must be completed within 15 days.

- For end-of-year inspections, the process must be completed within 7 days after the start of the following academic year.

- For graduating students or those withdrawing mid-semester, the process must be completed before moving out of the dormitory.

(2) The Dormitory Supervisor shall track students’ payment status based on the “Dormitory Equipment Repair Record Form (宿舍設備修復記錄表).” For students who fail to pay by the deadline, a “Payment Reminder Notice (催繳通知單)” shall be issued and sent to the Student Housing Section and the class advisor for assistance with follow-up.

Article 4: Supplementary Provisions**1. Implementation and Revision**

These regulations shall be implemented after approval by the Student Affairs Committee and ratification by the University President. The same procedure shall apply to any amendments.