

Regulations for Management of Student Dormitories at National Yang-Ming Chiao Tung University, Yang-Ming Campus

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Article 1: To cultivate students' ability to live and work independently and to handle administrative matters such as allocation, application, moving in and out, fees, and management of student dormitories, these regulations are established.

Article 2: Competent authority: The competent authority referred to in these regulations is the Accommodation Services Group of the Student Affairs Office (hereinafter referred to as the Accommodation Services Group). If a student disagrees with the disciplinary action under these regulations and cannot reach a consensus with the competent authority, the student shall follow the student complaint procedure of this university.

Article 3: General provisions: The competent authority may establish detailed regulations for dormitory application according to the actual situation. The competent authority may not use students' gender as a specific condition for applying for a particular dormitory or part of a dormitory. Students with special needs should apply with a special request.

Article 4: Application for annual accommodation: Returning students should apply

for dormitory accommodation within the period announced by the Accommodation Services Group. For new students, the following regulations shall apply:

1. For undergraduate freshmen: those who apply within the time limit will be guaranteed dormitory accommodation and the bed allocation will be announced before the registration deadline.
2. For graduate school freshmen: they should apply within the period announced by the Accommodation Services Group. Applicants who meet the qualifications listed in items 1 to 6 of Article 5 of these regulations shall have priority for dormitory accommodation. The dormitories in this campus are not available for students in continuing education programs or students from other campuses. Students from other campuses with special needs should apply with a special request.

Article 5: Allocation of Academic Year Housing Academic year housing refers to the period of residence excluding summer vacation. The following students have priority in academic year housing allocation. If there are not enough beds, the supervisor unit will allocate the beds according to a lottery system announced by the unit:

1. Low-income and middle-low-income students.
2. Students approved for preferential housing under the Regulations Governing Preferential Treatment for Underprivileged Students, but limited to 1% of the total number of beds.
3. Students with physical or mental disabilities.
4. Overseas Chinese students (including students from Hong Kong, Macao, and Taiwan), Mainland Chinese students, and international students.
5. Students who have priority for housing according to other laws and regulations.
6. Freshmen (including those who have returned to school after dropping out) in their first year of study.
7. Students who are registered residents of outlying islands or offshore islands.
8. Students who meet the following qualifications: a. Registered residents outside of Taipei and New Taipei City, or in remote areas of New Taipei City (including Shimen, Shihmen, Jinshan, Wanli, Ruifang, Gongliao, Shuangxi, Pingxi, Pinglin, Wulai, and Shiding). b. Students who, according to the supervisor unit's assessment, can commute to the campus from their registered residence via the fastest public transportation within 90 minutes. c. Students with special needs who are certified by the supervisor unit in accordance with other guidelines.

For students applying under Article 5, Sections 7 and 8, the registered residence must be at least one year old as of the application deadline, or the registered residence at the time of enrollment will be used as the basis for the determination. If there is a dispute regarding the determination of the registered residence, the applicant should provide other supporting documents, such as a household registration transcript, a property ownership certificate, or a proof of residence, for the supervisor unit's review.

If it is found that a student intentionally moved their registered residence to obtain housing but has no actual residence, their housing application for that academic year

will be canceled.

After allocating beds according to the above order, if there are vacant beds, anyone in need may apply for them, and they will be allocated based on a lottery system.

Article 6: Allocation of Summer Housing The following students have priority in the allocation of summer housing:

1. Students with the identities listed in Article 5, Sections 2, 1 to 5, and 7.
2. Graduate students who lived in the previous academic year's housing.
3. Students participating in clinical practicums.
4. Graduate students who did not live in the previous academic year's housing.
5. University students taking national medical exams during the summer.
6. University students with special needs (subject to approval by the supervisor unit).
7. University students who are expected to graduate and have special needs (subject to approval by the supervisor unit). The principle of centralized housing will be followed for summer housing.

The application and allocation of summer housing will follow the schedule announced on the Student Housing Service Office website at the beginning of the second semester of the academic year, and the supervisor unit will allocate beds according to the priority order in the first paragraph of this article.

The housing of summer camps and international exchange students will be handled in accordance with the "National Yang-Ming Chiao Tung University Yang Ming Campus Summer Camp and Exchange Student Housing Regulations."

Article 7: Moving in and out

Students who move in and out of dormitories should take note of the following:

1. The schedule for moving in and out should be based on the announcement on the website of the Division of Student Housing.
2. For summer accommodation, the accommodation fee should be paid before the following deadlines. Failure to pay on time will be considered as giving up the bed space:
 - a. Within seven days before the move-in date for summer accommodation, as announced on the website of the Division of Student Housing.
 - b. Within seven days from the date of bed allocation for summer accommodation after move-in.
3. Students on the waiting list for a bed space should pay the accommodation fee within seven days from the announcement of the waiting list allocation. Failure to pay on time will be considered as giving up the bed space.
4. A deposit should be paid when moving in, the amount of which will be determined by the relevant department. The deposit will be refunded upon graduation or withdrawal from the school. However, if the student fails to complete the move-out procedures, the deposit will not be refunded. If there are any issues with the assigned bed space such as uncleared mess or damaged items, the student can request the relevant department to improve the situation. If it is difficult to improve the situation before the move-in deadline, the student can request a change of bed space.
5. Before moving out of the dormitory, the student should clean and tidy the

personal and public spaces in the room, and return any borrowed public items and keys. The student will be responsible for any loss or damage to public items or keys.

6. Students who withdraw or take a leave of absence should move out of the dormitory within five days after receiving the notice (within two weeks for overseas students including those from Hong Kong, Macao, and China). Interns should move out of the dormitory within the specified date.
7. For those who fail to move out on time, a fine of NT\$300 per day will be imposed. For those who are overdue for more than five days, the management authority may cancel their access control, forcibly clear the bed space items, and bear no responsibility for safekeeping. They will also be disqualified from living in the dormitory for a year. However, if approved by the relevant department, the move-out deadline can be extended.
8. The move-out time for the academic year should be arranged after the final exam week of the second semester and announced in advance by the management authority.

Article 8: Withdrawal from the dormitory

The following situations are considered as withdrawal from the dormitory:

1. Giving up the application before moving in.
2. Moving out before the end of the contract period. Students who withdraw from the dormitory without legitimate reasons will not be allowed to apply for academic year accommodation in the following year. They will also lose their priority in the housing allocation. After the bed space has been allocated, students are not allowed to transfer or change the bed space by themselves. Anyone who violates this rule will be forced to withdraw from the dormitory and will not receive any refund of the accommodation fee.

Article 9: Rooms for Physical and Mental Care: To apply for a room for physical and mental care, the following regulations must be met:

1. Students with physical injuries must provide a diagnosis certificate from a public hospital. For other situations, a diagnosis certificate from a public hospital or a departmental signature should be provided. However, in urgent situations, the resident may first move in and submit the certificate later.
2. The duration of the stay is limited to one month from the date of diagnosis certificate issuance or the departmental signature submission to the supervisory unit. If the resident still requires the room after this period, a new certificate must be provided.
3. The payment and other related matters for staying in a room for physical and mental care shall be arranged by the supervisory unit based on the actual circumstances. If there is a need for an accompanying caregiver, a diagnosis certificate from a public hospital with an annotation, or the consent of the supervisory unit, is required.

Article 10: Family Rooms: The following must be noted when staying in a family room:

1. An application form for a family room must be completed and approved by the supervisory unit before moving in.
2. In accordance with the "Child and Youth Welfare and Rights Protection Act," the applicant cannot leave children under the age of six or children who require special care alone in the dormitory area.

Article 11: Bed Change: Applications for bed changes are limited to once per academic year and will be processed according to the announcements on the dormitory service group's webpage. Those who do not apply for a room change within the announced timeframe must pay a handling fee of 250 NT dollars per person per application. If the accommodation fee for the new room is lower than the original one, the supervisory unit shall announce the refund application process. If the accommodation fee is higher than the original one, the resident must pay the difference.

Article 12: Fees

The regulations regarding the period and calculation method of fees for accommodations are as follows:

1. For accommodations during the academic year, the fee is calculated based on four months per semester.
2. For accommodations during the summer, the fee is paid according to the actual length of stay. If the stay is less than one month, the fee will be calculated as one month. The definition of the accommodation fee calculation period should be based on the announcement on the dormitory website.
3. For those who apply for academic year accommodations before the winter break, there will be no additional fee for staying during the winter break. For those who only apply for accommodations during the winter break, a one-month fee will be charged.
4. For those who move in during the semester, the accommodation fee will be calculated on a monthly basis, starting from 7 days after the announcement of the bed allocation result. If the stay is less than one month, it will be calculated on a daily basis.
5. The fee standards for summer camps and exchange students are based on the "National Yang-Ming Chiao Tung University Yang-Ming Campus Summer Camp and Exchange Student Accommodation Measures."
6. The electricity fee for the dormitory is calculated by multiplying the actual electricity usage in the room by the electricity cost per unit determined by the university's General Affairs Office for all units (including student dormitories), and then dividing it equally among the number of room occupants.

Article 13: Refunds

For withdrawals from accommodations during the academic year, except for those caused by violations of the regulations by the competent authority, refunds will be made according to the following regulations:

1. For those who have not moved in before the first day of class and have completed the check-out process, a full refund will be given. If they have already moved in,

- two-thirds of the accommodation fee will be refunded.
2. For those who withdraw after the first day of class, refunds will be made according to the tuition and miscellaneous fees refund standards: a. If the withdrawal is within one-third of the academic semester, two-thirds of the accommodation fee will be refunded. b. If the withdrawal is between one-third and two-thirds of the academic semester, one-third of the accommodation fee will be refunded. c. If the withdrawal is after two-thirds of the academic semester, no refund will be given.
 3. The schedule for refunds will be announced on the dormitory website at the beginning of each semester and will be processed according to the checkout period.

Article 14: Repairs, Cleaning, and Disinfection

Dormitory repairs, cleaning, and disinfection are carried out according to the following procedures:

1. The competent authority will announce at least one month in advance for expected repairs, cleaning, and disinfection. However, repairs and overall (including inside the dorm room) disinfection and cleaning during winter and summer breaks should be announced one month before the end of the previous semester's exam week.
2. Accommodation students should cooperate in clearing the dormitory and other necessary matters during the announced repairs, cleaning, and disinfection.
3. If there is a need for repairs to the fixtures and equipment in each dormitory by the student dormitory autonomy committee, and after approval by the competent authority, the General Affairs Office will be responsible for coordination.

Article 15 Disaster Prevention: In order to maintain the public safety of the dormitory, the responsible unit may implement dormitory public safety inspections and disaster prevention drills as necessary. Those who do not comply with the safety regulations should immediately correct their behavior and undergo re-inspection. New residents must participate in at least one on-campus related fire prevention and disaster prevention course or obtain certification from the Taipei City Fire Department Disaster Science Education Center's related fire prevention and disaster prevention course, and register with each residence counselor's office within three months of moving in. The responsibility for unfinished courses or failure to register within the specified time limit as stated in the student dormitory agreement is borne by the student.

Article 16 Epidemic Prevention: In order to maintain the health and safety of residents, the responsible unit may, as needed and upon the decision of the dormitory management committee or government agency directives, implement resident health certificates. Residents should cooperate with the required health examination items only after being informed.

Article 17 Public Entry into Bedrooms: The responsible unit or various administrative units of the school entering the bedrooms of residents shall handle

them according to the following regulations:

1. Residents shall be notified by email seven days in advance. For measures targeting multiple bedrooms, public announcements shall be made seven days in advance.
 2. Knock on the door and explain the purpose. If the resident politely refuses or is not present in the room, they may not enter temporarily.
 3. Accompanied by dormitory cadres or personnel from the responsible unit.
 4. Personnel entering the bedroom shall present relevant identification or certification.
 5. Matters unrelated to the public announcement may not be carried out, and residents' belongings may not be moved without their consent.
- For the following matters, the responsible unit may enter the bedrooms of residents in accordance with the provisions of the third to fifth items of the preceding paragraph after notifying residents by email three days in advance. For measures targeting multiple bedrooms, public announcements shall be made three days in advance:
1. Equipment malfunction in the bedroom, when the resident actively requests repair but fails to respond to the repair time.
 2. Regular safety equipment inspections.
 3. Maintenance necessary for building safety or prior work necessary for building projects.
 4. Environmental cleaning or inspections conducted before new residents move into the room.
 5. Because the resident has not moved out within the specified period, the bed space shall be cleared according to Article 7 of these regulations, or necessary cleaning or inspections shall be conducted. Residents must cooperate with the above-mentioned matters, personally or by entrusting their roommates to stay in the room at the appointed time. Those who are unable to stay should agree to be accompanied by dormitory cadres or personnel from the responsible unit to enter the bedroom with relevant personnel. The responsible unit and other relevant personnel may not enter the dormitory bedroom without following the provisions of this article. In case of emergencies, such as fire equipment or building structural safety repairs, etc., the above provisions do not apply, but dormitory cadres or school personnel must accompany them.

Article 18 Management:

If a resident commits theft, forgery of others' documents or other criminal acts, the competent authority shall handle it in accordance with the regulations on student rewards and punishments.

If a resident occupies another person's bed with their belongings and fails to clear it within the notification period, the competent authority has the right to forcibly move the item and is not responsible for its safekeeping.

Non-residents or visitors who occupy accommodation without permission or use an unoccupied bed shall be ordered to leave by the competent authority and charged daily for their accommodation, electricity, and air conditioning fees. In serious cases, the competent authority may prohibit their accommodation application for one to

three years.

When a resident has committed a serious illegal act, their right to residence may be cancelled by decision of the dormitory management committee.

Article 19 Dormitory Autonomy:

The competent authority should assist students in establishing a dormitory autonomy committee, whose members shall be elected from the heads of each dormitory and dormitory officers.

Each dormitory may establish its own autonomous regulations, which shall be implemented after being approved by the student dormitory autonomy committee.

Article 20 Revision:

After being passed by the student dormitory management committee, this regulation shall be published and implemented upon approval by the student affairs council.

Any revisions shall follow the same process.