

Student Accommodation Policy

Amended and resolved in the 1st Meeting of the Student Dorm Committee dated November 17, 2020

Amended and resolved in the 1st Meeting of the Student Affairs dated December 15, 2020

Approval in the 1st Meeting of the Student Dorm Committee, Chiaotung campus, NYCU dated November 02, 2021

Approval in the 1st Meeting of the Student Affairs, Chiaotung campus, NYCU dated December 01, 2022

Approval in the 2nd Meeting of the Student Affairs, Chiaotung campus, NYCU dated May 15, 2023

Resolved in the 2nd Meeting of the Student Affairs, Chiaotung campus, NYCU dated May 27, 2024

One. For purpose of raising lodging environments, maintain community discipline and lodging security also cultivate student self-rule to form a sound habit and keep student's mind to study, this Policy is duly enacted.

Two. Academic year housing:

- I. Students shall duly complete application procedures before lodging.
- II. Students shall apply for school lodging on an annual basis (on grounds of the school calendar).
- III. The academic year housing is for the period which begins three days prior to the first-semester starts until the 5th day following the end of the 18th week of the second semester (one day ahead of the 5th day if it falls on national holiday).
- IV. For freshmen:
 1. Undergraduate Department:
 - (1) Freshmen for the first undergraduate year will be provided with residence accommodations in the package by the Housing Center II, which is based on the housing demands of the freshmen. A freshman meeting any of the following may live off-campus but only after being approved by parents, homeroom teacher, and department chairman with verification by seals:
 - a. Suffering from an infectious disease as verified by a certificate issued by a public hospital.
 - b. Residing in Hsinchu County or the vicinity of Hsinchu City and voluntarily residing at home, with household registry book provided in photocopy.
 - c. Not able to live in the school dorms due to extraordinary circumstances, having been duly verified.
 - (2) The dorms of undergraduate freshmen are closed during winter vacation. The rooms can be used by school clubs or for storage. Additionally, in residences with bunked beds, the persons on the summit beds and the persons on the ground beds have to do a swap every semester. If both parties come to an agreement not to swap, it is not subject to the rule.
 2. Graduate Schools:
 - (1) According to matriculated notes, the graduate students will get student ID numbers then apply for housing through the website. The assignments of residence accommodations include both the period of an academic year and summer vacation. A graduate student who considers lodging only in summer vacation shall apply to the Housing Center II.
 - (2) A graduate student who has been assigned an academic year housing but will not live in summer vacation shall apply in person to the Housing Center II for summer housing cancellation before it begins.
 - (3) The result of the housing assignments with its application name list will be issued on the website of the Housing Center II.

V. Continuing students:

1. Continuing students shall apply for the academic year housing at the time announced by the Housing Service Division, and the residence assignments will be made after their applications are received by the Housing Service Division.
2. For the following academic-year housing application, doctoral students in their first to sixth years may apply for it on the website. First-year master's students (excluding those for the three-year study required) and first-to-third-year undergraduate students are assigned housing on a space-available basis. Doctoral students entering their eighth year, master's students entering their third year, and undergraduate students entering their fourth year of study are not granted housing assignment privileges.

The remaining availabilities are assigned to online applicants who failed to be assigned housing in the residential system, and will be notified according to the order of applications on the website. The leftovers from the remaining spaces are assigned to the other students who missed applications online, by drawing lots, including those who are in the event that cannot graduate, or drop out of school for one semester (the statement in the paragraph is not suitable for international students. They can apply for remaining spaces which are subject to availabilities, if there are any. The open day for application is subject to the day released by the Housing Center II).

VI. In case of an insufficient supply of dorm spaces, the following cases who meet the allocation qualification in Paragraph V. described above can submit special applications:

1. The physically and mentally disabilities or ones having difficulty in movement.
2. Students with resident certificates of low income, or low and middle-income.
3. Taiwanese aboriginal students, overseas Chinese students, international students, offshore island origin students, diplomat children and transfer students (only for the first semester after admission).
4. Disadvantaged students, the children of families in special circumstances.

VII. Other extraordinary cases that have been reported to relevant authorities, department homeroom teachers, advisors, department military instructors, or school team coaches and have passed a preliminary review by the unit head is subsequently reviewed by the Housing Center II Division, and finally, whether these cases have priority to submit an application or have priority to be on a waiting list is determined by the Vice President for Student Affairs.

XIII. Students who meet the regulation in Paragraph VI above or extraordinary cases of violation of the rules/regulations of the Student Accommodation Policy in their study years will be deprived of the residence privilege, which is the same consequences with no difference from other general students.

IX. In the event that a student who is not in enrollment, and a student who is in-service education programs shall not apply for on-campus residence.

Three. Summer/Winter vacation housing:

- I. The living period for winter vacation begins from the 6th day following the end of the 18th week of the first semester until four days before the start of the second semester; The living period for summer vacation begins from the 6th day following the end of the 18th week of the second semester until four days before the start of the first semester of the next academic year.

<PS>The housing day of starting or ending will be one day ahead according to the day in this article outlined in case they fall on an off day, such as a National holiday.

- II. A student who requires a summer vacation housing shall apply within the specified date. Application beyond the date indicated shall not be entertained, and whose application is subject to availabilities.
- III. A student who has applied for academic-year or summer housing and does not finish housing cancellation to the Housing Service Division, cannot request a refund for any reason.
- IV. Undergraduate students, after being approved for their lodging application, shall pay lodging fee in full at the Cashier Division and shall submit the receipt to the Housing Center II within the specified time limit to ascertain the rooms otherwise the applicants shall be construed as having waived their right to lodgings. In this event, any fee paid shall not be refunded.
- V. Graduate students studying between school years shall pay for summer vacation lodging rates. Graduate students who do not wish to lodge in the dorm should be backed with justifiable reason as verified by documented certificate may apply to the Housing Center II before summer vacation.
- VI. A graduating student who fails to graduate or is backed by justifiable reason and thus lodges in school dorm during summer vacation shall provide supporting certificate issued by the respective Academic Department or the Institute apply to the Housing Center II within the specified time limit for lodging.
- VII. A new graduate student who desires to lodge in a school dorm before registration shall provide the admission notice and certificate issued by the Academic Department or the Institute and applies to the Housing Center II for lodging.
- VIII. For school societies or teams holding activities during summer vacation, the lodging period begins on the eighth day after the 18th week. Any such group that desires to be lodged in a school dorm shall apply through the Division of Extracurricular Activities and get approval before lodging. The charge will be calculated based on the daily lodging fee of the year. Groups shall further comply with the lodging regulations. To prepare accommodations for freshman students, summer lodging for clubs, camps and sports teams shall be ended according to the date announced by the Housing Center II in the current year.
- IX. For those who didn't apply lodging in summer or winter vacation and wish to lodge in advance or to quit in middle term, the charge will be the same as the school society daily fee and total charge will not exceed the summer lodging fee.

Four. Moving in and Moving out:

- I. When apply dormitory, one must finish signing the Residence License Agreement at first then can finish the application procedure. When manmade distribution to lodge, one should sign the agreement on network then the agreement will be effective. A student who fails to take the initiative to surrender the Agreement within one month from the move-in date as announced to public shall be deemed having been in gross offense of the Student Accommodation Policy and shall be deprived of the right to apply for lodging and the right to lodge and the paid of unused dorm fee shall not be refunded.
- II. Students who live in dorm shall use student ID to enter or exit the dorms (If without student ID, one can apply from the residence office for a temporary card) . For students' safety reason at night, all dorm gates are closed 24 hours. Keys to bedrooms shall be provided by the residence staff member. Students shall not duplicate the keys.

- III. Students may swap beds via on-line application within 10 days after the dormitory allocation result for next school year is announced. For those who desire to swap beds beyond the time limit specified shall apply to the Housing Center II in person and will need to pay NT\$250 handling fee per request. Supplementary charges or refund will be made based on the residence rate the individual is residing to and does not require interest. No cancellation of housing shall be permitted after May 30th. A student notified of being assigned a bed from waiting before/after May 30th should indicate availability or decline housing if he/she would not like to be in residence within 14 days since the date of being notified. Otherwise it will be regarded as "occupied residence", and he/she will be charged for the residence fee. A refund of housing cancellation is in accordance with Paragraph IV. An applicant who does not have the chance to be allocated a room in the dormitory may standby for vacancy and is based on order.
- IV. When applying for withdrawal from lodging during the middle of a residence accommodation, the residence accommodation fee can be refunded on a pro-rate basis, in accordance with the Student Withdrawal Refund Regulations. The minimum cancellation charges is 1/3 of the original residence fee (for one who had changed rooms before/after the cancellation, the original residence fee is subject to a high one). Additionally, he/she will not be allowed to stay on-campus residence for the duration of his/her study, but not limited to: the one who is suspended, withdrawn, graduated from the University, or is suffering from a serious illness that is not suitable for living on-campus (please submit a verification issued by a regional hospital), or is for other specific circumstances to cancel housing. The application of housing cancellation with the reason set forth in the paragraph must be approved by Vice President of Student Affairs to be exempted from minimum charge and expulsion from the residential system.
- V. A resident who is expelled from the residential system by severely violating the rule/regulation of the Student Accommodation Policy, and the fully paid and unused dorm fee shall not be refunded. Afterward, he/she is not allowed to apply for accommodation during his/her school study as well.
- VI. When moving out of the dorms (including shifting the rooms), the rooms and the suites (including the bathing rooms and toilets) must be left in a clean condition, and complete move-out procedures abide by the rules, otherwise, a person will be subject to a penalty for moving out beyond the issued day. Personal belongings that are left behind shall be regarded as waste, and will be thrown away by the arrangement of the Housing Center II. No compensation can be required by the holders, who have to be responsible for the charge of the cleaning fee. Any resident who damages or lost any part of the property in a residence facility shall result in liability for compensation in accordance with the value of the Property List.

Five. Rules governing students while in the dorms:

- I. Resident students are obliged to participate in fire and public safety drills and to jointly safeguard the dorms' peacefulness and environmental sanitation. The Housing Center II shall ban students who fail to participate in the exercises from applying for next year's residences.
- II. To safeguard and improve lodging quality, a student who violates the lodging policy shall be excepted subject to punishment under the Policy and further subject to the penalty points enumerated in a Table of Penalty Points (see the page at last). The penalty points for a violator are subject to accumulation with each violation.
- III. Lodging peacefulness:

1. Keep the dorms quiet without shouting or any acts bothering others from studies or at rest.
2. The Dorm Staff (or Student-head of the Dorm) shall turn off master lights at 12:00 midnight.
3. Notes after the master lights are turned off:
 - (1) Discontinue all activities inside the dorm against peacefulness.
 - (2) Soften down TV in the social rooms and personal audio equipments so as not to bother others.
4. Take the initiative to turn off secondary lights at 2:00 a.m. so as not to bother schoolmates in sleep.
5. Where a schoolmate is found failing to keep the dorm (bedroom) quiet and bothering others and refusing to heed warnings, report to the Student-head of the Dorm or the Dorm Staff.
6. Without the consent of the Housing Center II, students may not conduct activities in the dormitory areas that may be dangerous or disturbing the well-being of others or the order of the dormitories, such as promoting club activities, conducting recreational activities, lighting firecrackers or fireworks, hosting campfire parties, or cooking...etc.
7. Making a nuisance and fighting are prohibited in the dormitory areas.
8. To cultivate mutual respect and caring, establish a regular routine as well as a healthy body for Undergraduate freshmen, the freshmen dormitories provide rooms with this purpose of healthy and regular for those in need to apply for, and it is processed in accordance with the "National Yang Ming Chiao Tung University Residence License Agreement".

IV. Dormitories maintaining and neatly cleaning

1. Take good care of school property and maintain dorm facilities in sound condition. In case of damages found, immediately report to the Student-head of the Dorm or the Dorm Staff for repair. In case of damage not resulting from natural causes, the responsible student shall pay compensation pursuant to the Residence License Agreement.
2. Keep all dorms neat and clean. Do not use self-sticking floors. Clear up trash cans regularly.
3. Post posters, announcements, and circulars only on the specified bulletin boards.
4. No smoking inside or within ten meters of any dorm.
5. To safeguard public security and lodging quality, place no personal belongings outside the dorm, in passageways and public spaces. Such personal effects shall be disposed as waste once found.
6. Dorm suite rooms with toilets and showers (except for public ones) shall clean by the students themselves.
7. Without the consent of the Housing Center II, residents may not install forbidden equipment. Housing Center II will periodically issue a list of such equipment.

V. Dorm area shall install surveillance cameras. To retrieve the video image from a surveillance camera, students should obtain an approval by the Student Dorm Committee. In the case of emergency, the Office of Student Affairs is authorized to handle the application first, and then ask for approval a later.

Vi. Visitors should be in the guest lounge or social room. Entry of visitors to the room should be subject to agreement of related roommates in advance.

VII. No visitors can stay in a dorm overnight.

VIII. Without permission, no sales of any kind are allowed in the residence facilities.

IX. To safeguard dorm security, male students shall not enter a female student dorm unless entrance has been approved by the Housing Center II (Office of Military Training on a non-school day), and never between 05:00 p.m.~08:00 a.m. Furthermore, a female student shall not be present in a male dorm between 00:00 a.m. and 08:00 a.m. If found in violation of one of these rules, a student will be deemed a violation and hence deprived of the right to lodge, which is in accordance with Subparagraph 1, Paragraph 10, Article Five of the Student Accommodation Policy. The dorm opening

hours during relocation period will be separately announced to public.

X. One who—

1. has kept an opposite-sex visitor to stay or take a shower without approval.
2. has transferred bed without approval.
3. has taken over a bed without approval.
4. A student without granted residence privilege is not allowed to reside in the dormitory. Violation shall result in being fined based on the actual days of living at 10 times the daily residence fee, but the maximum amount for the fine shall not exceed 2 times of its current semester residence fee.
5. has borrowed temporary IC card, lost or damaged without proper reason and also did not compensate on time.
6. The air-condition was damage by artificially or improper use.
7. Being found stealing in dorms, and verified violation.
8. Cooking in the dorm room.

If any of the above violations are found, the violator will result in disciplinary action according to the relevant clauses established in the Student Accommodation Policy and the Residence License Agreement. Moreover, his/her right to the housing application and residing qualification shall be canceled or revoked depending on severity, and the paid housing fee will not be refunded.

XI. Advertising for trading housing accommodation and transference of the residence privilege are prohibited.

XII. One who violates dorm regulations and is canceled the right to lodge in the dorm, their parents (or custodians) shall be notified and the violator must move out of the dorm immediately. But concerning students' lodging safety and the difficulties of leasing a house out of campus, one can stay in the dorm till the end of the semester but still need to pay the lodging fee for the period on a daily basis.

XIII. Acting to solely occupy (a person with two beds), make unauthorized relocation or transfer in a dorm is prohibited. If you would like to change residence accommodation, please file in person at Housing Center II.

XIV. Electric ovens, heaters, TV, gas stoves, alcohol stoves, microwave ovens, electric stoves, air-conditioners(private), roasters, teppanyakis, electric rice cookers, toasters, electric water boilers, irons, and such hazard-prone appliances which might endanger residents' safety are not allowed using in the bedrooms. Some rooms are allowed to use one refrigerator with its specifications of 70~120 liters, which vary with the difference of each residence facility (above- mentioned appliances and other items, if found, shall be put under custody by the Housing Center II until the semester ends, and the holders can come to claim their items back by that time).

XV. No pets or animals shall be kept inside a dorm.

XVI. Playing mahjong, gambling and other similar behaviors in groups are not allowed in the dormitory.

XVII. Lodging students may express grievances to the Student-head of the Dorm, Dorm Staff, dorm advisor or Housing Center II for a solution or to be referred for the solution.

XVIII. Using dormitory resources (facilities) for personal profit is prohibited.

XIX. For accurate enforcement of the Student Accommodation Policy, the school may look into the occupancy status on a non-periodical basis.

XX. To maintain and improve the quality of accommodation, if the violation of the terms in this policy and the situation is severe, or the behavior is not written to be violated and enacted in the terms of the policy, or the circumstances of violations are special and are confirmed by the Housing Center II as interfering with dormitory safety, order or the rights and well-being of others, and affects the management of the dormitories may be reported to the Dean of Student Affairs for disciplinary action according to the seriousness of the case.

The situation in this paragraph must be recognized by the Student Dorm Committee, Chiaotung campus after the disciplinary action is approved by the Dean of Student Affairs. If the Student Dorm Committee disagrees with the result of the disciplinary action, it shall discuss it all over and give another disciplinary action or the disciplinary action shall be revoked.

Six. This policy hereof shall be resolved in the Student Dorm Committee, and then reported to the Student Affairs Meeting for approval before its announcement and enforcement. The same when amending.

<PS> In case of discrepancies between the Chinese and English versions, the Chinese version shall prevail in all respects and interpretations).

Table of Penalty Points :

| National Yang Ming Chiao Tung University, Table of School Dorm Penalty Points | | | | |
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| No. | Irregularities | Penalty clauses | Penalty points | Remarks |
| 1 | Failing to keep dorm (bedroom) peacefulness and interfering with others. | Paragraph III, Article Five, Student Accommodation Policy | 1~5 points | |
| 2 | Failing to keep dorm clean and interfering with others (Including posting posters on the walls or graffiti...etc.). | Subparagraph 2~3, Paragraph IV, Article Five, Student Accommodation Policy | 1 point | |
| 3 | Smoking within 10 meters of a dorm. | Subparagraph 4, Paragraph IV, Article Five, Student Accommodation Policy | 9 points | |
| 4 | Placing personal belongings in public areas. | Subparagraph 5, Paragraph IV, Article Five, Student Accommodation Policy | 3 points | |
| 5 | Acting to solely occupy beds, make an unauthorized movement or exchange accommodations with others without approval. | Paragraph XIII, Article Five, Student Accommodation Policy | 3 points | |
| 6 | Keeping pets at the dorms. | Paragraph XV, Article Five, Student Accommodation Policy | 3 points | |
| 7 | Using hazard-prone electric | Paragraph XIV, Article Five, | 3~5 points | |

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| | appliances inside the dorms. | Student Accommodation Policy | | |
| 8 | Failing to clear up waste when moving out. | Paragraph VI, Article Four, Student Accommodation Policy | 3~5 points | |
| 9 | Failing to restore a residence accommodation to its good condition when checking out (self-sticking floors shall not be allowed). | Paragraph 6, Article Four, Student Accommodation Policy | 3~9 points | |
| 10 | Failing to move out of the dorms or do a bed swap, top for ground, in residences with bunked beds as scheduled. | Paragraph VI, Article Four, Student Accommodation Policy | 3~5 points | |
| 11 | Damaging property deliberately in the residence facilities or by fault. | Paragraph VI, Article Four, Student Accommodation Policy | 3~5 points | |
| 12 | Sales action without permission. | Paragraph VIII, Article Five, Student Accommodation Policy | 5 points | |
| 13 | Playing Mahjong in the dorms. | Paragraph XVI, Article Five, Student Accommodation Policy | 5 points | |
| 14 | Group gambling in the dorms. | Paragraph XVI, Article Five, Student Accommodation Policy | 9 points | |
| 15 | Failing to pay the default penalty before the deadline. | Paragraph VI, Article Four; Subparagraph 1, Paragraph IV, Article Five; Paragraph X, Article Five, Student Accommodation Policy | 9 points | |
| 16 | Failing to sign up the Residence License Agreement before the deadline. | Paragraph I, Article Four, Student Accommodation Policy | 9 points | |
| 17 | Publishing advertising for bed commerce and transference information of the residence privileges. | Paragraph XI, Article Five, Student Accommodation Policy | 1~9 points | |
| 18 | Conducting activities in the dormitory areas that may be dangerous or disturbing the well-being of others, or the order of the dormitories without the consent of the Housing Center II (such as promoting club activities, conducting recreational activities, lighting firecrackers or fireworks, hosting campfire parties, or cooking...etc). | Subparagraph 6, Paragraph III, Article Five, Student Accommodation Policy | 1~9 points | |

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| 19 | Installing forbidden equipment without the consent of the Housing Center II. | Subparagraph 7, Paragraph IV, Article Five, Student Accommodation Policy | 1~9 points | |
| 20 | Making a nuisance and fighting in the dormitory areas. | Subparagraph 7, Paragraph III, Article Five, Student Accommodation Policy | 1~9 points | |

Remarks:

- I. Penalty points will be issued for each violation of dormitory regulations. The penalty points for an offender are subject to accumulation with each violation. One who has accumulated nine penalty points during his/her school studies shall result in deprived of the right to apply for housing, this Agreement during his/her housing period immediately be terminated, and the fully paid and unused dorm fee shall not be refunded.

- II. For those who have accumulated less than nine penalty points shall result in disciplinary action as follows:
 1. Before registration of the housing survey for the next school year:
Their residence privileges of applying for the next year's on-campus housing shall be deprived, but may apply for remaining space.
 2. After the next year's on-campus residence assignments have been announced:
Their residence assignments shall be canceled, and their residence privileges in the residential system will immediately be revoked, but may apply for remaining space.