

# Asia University Guidelines for Dormitory Living Norms and Implementation

Approved by the 1st Student Affairs Conference in the 2021-2022 Academic Year on Jan. 17, 2022.  
Announced on Jan. 28, 2022, as Written in Its Official Letter Coded as Asia Mi Tze, No. 1110001370  
Amended the points 1, 3, 5, 6, 7, and 8 by the 2nd Student Affairs Conference in the 2023-2024 Academic Year on Jun. 19, 2024  
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1. These Guidelines are drafted basing on the 22nd provisions of “Asia University Guideline for Student Dormitories Registration and Management”, to improve the quality of education and safety of life in the dormitories. (Asia University Guidelines for Dormitory Living Norms and Implementation will be termed as “this Guidelines” below.)
2. The awards or punishments for residents are according to the terms of Implementation Points, which were confirmed by the dormitory staff and then summited to Residential Colleges and Housing Services (hereinafter referred as “Housing Services section”) for reviewing, and logging. The results would be displayed on the bulletin board once a month, and accumulated them at the end of the semester as the reference of qualification of eligibility applying for accommodation.
3. The awards points and penalty points are based on the performance of residents by the terms as following:
  - (1) Any of the following acts will receive 5 award points:
    - I. Report lost money or property to dormitory counter.
    - II. Help illness residents to medical treatment.
    - III. Passionate helping dormitory affairs.
    - IV. With the other equivalent of a plus 5 affairs.
  - (2) Any of the following acts will receive 10 award points:
    - I. As a room leader who managed the room affairs appropriate and coordinated with dormitory affairs actively.
    - II. Presenting relevant good proposal or norms for improving the life in dormitory, and can be implemented.
    - III. Other unlisted virtue.
    - IV. With the other equivalent of a plus 10 affairs.
  - (3) Any of the following acts will receive 5 penalty points:
    - I. Failing to keep quiet in dormitory such as talking and laughing loudly, making clamorous noise, or playing loud music... etc., and failing to improve after being advised to do so.
    - II. Violating the decrees of “Quiet Time” to disturb others’ studying or sleeping, and failing to improve after being advised to do so.
    - III. As being a roommate who didn’t maintain the room cleanliness which would reduce the living quality, and failing to improve after being advised to do so.
    - IV. Placing personal belongings in the roommate's space without consent, and failing to improve the situation after being advised to do so.

- V. Leaving personal belongings in corridors, public areas or vacant space of other beds without consent.
- VI. Moving out tables, chairs, newspapers or periodicals which belong to the public rooms without consent.
- VII. Failing to follow the dormitory security access measures or covering others accessing the dormitory illegally.
- VIII. There was a minor violation in the room but no one admitted it or covered it for each other.
- IX. Other matters consistent with the above.

(4) Any of the following acts will receive 10 penalty points:

- I. Animals raising in the room.
- II. Staying other room overnight, and disturbing the quality of life.
- III. Refusing an approved roommate to move in for no reason, and ignoring the admonishment.
- IV. Accessing specific districts without permission (such as venue of opposite gender, or electromechanical room ... etc.).
- V. Using unapproved electrical appliances or 3C products in the dormitory (but computers, radio recorders, desk lamps, hair dryers, small fans are excluded).
- VI. Employing various burning equipment (such as kerosene stoves, cartridge stoves, wood) to cook or boil water.
- VII. Undressing in dormitory public areas.
- VIII. Slightly disobeying the dormitory staff, teacher or autonomous cadres without any reason.
- IX. Making dirty mess or causing litter in public areas.
- X. There was a major violation in the room but no one admitted it, or covered it for each other.
- XI. Other matters consistent with the above.

(5) Any of the following acts will receive 15 penalty points:

- I. Accommodating a non-campus student or other-dorm resident without consent.
- II. Lending access card to others resulting in entering the dormitory illegally.
- III. Seriously disobeying dormitory staff, teacher or autonomous cadre without any reason.
- IV. Modifying the wire circuits of the dormitory unauthorized.
- V. Deliberately setting off an alarm.
- VI. Manipulating dormitory broadcast equipment or surveillance systems unauthorized.
- VII. Unauthorized use of dormitory electricity to power personal devices such as e-bikes, e-carts, etc. to charge personal devices.
- VIII. Other matters consistent with the above.

(6) Any of the following acts will receive 20 penalty points:

- I. Smoking in the dormitory district (including balconies, doorways and dormitory squares).
- II. Acts of fighting, gambling, or drinking.
- III. Stealing, robbing, or destroying another person's property in the dormitory.
- IV. Injury to others in the dormitory district (including balconies, doorways and dormitory

squares)

- V. Endangering the safety or hygiene in public such as burning objects, failure to comply with the Communicable Disease Control Act.
- VI. Transferring beds unauthorized or entering dormitory without consent.
- VII. Storing contraband or dangerous items (such as doping, drugs, weapons and ammunition...etc.).
- VIII. Damaging public items, such as defacing walls, damaging doors and windows, or any equipment in other bedroom or at public area on purpose.
- IX. Offending the Gender Equality Education Act.
- X. Other matters consistent with the above.

- 4. Residents who reach 20 award points (inclusive or above) in one academic year will be awarded the Certificate of Commendation for Outstanding Accommodation Citizen. And those who reach 60 award points (inclusive or above) in one academic year will have the eligibility for accommodation for next academic year priority.
- 5. Residents who violated the relevant regulations and accumulated to 15 penalty points (inclusive or above) in one academic year will be deleted the eligibility for accommodation for next academic year. Residents who violated the relevant regulations and accumulated to 20 penalty points (inclusive or above) in one academic year will be asked to move out of the dormitory in two weeks without any refund, and will cancel the eligibility for accommodation in the school period.
- 6. Those who wish to appeal against the above-mentioned award or penalty points, please contact the Housing Services Section with the notice ticket within 5 working days after the day of receiving it, and overdue will not be acceptable.
- 7. Students who have committed such terms above for the first time and feel remorse can apply for the "Hostel service" to redeem the penalty points and the appealing rules are as following:
  - (1) Each person can only apply for "Hostel service" once a semester, and it should be completed by the instructing of dormitory staff.
  - (2) The "Hostel service" application need to be submitted within 1 week after the announcement on the bulletin board, and it must be completed in 2 weeks. An hour service can redeem a point.
  - (3) Those who repeatedly violated the fifth and sixth subparagraph of the third points mentioned above or are serious violators shall not be allowed to apply the service.
  - (4) Those who need apply "Hostel service" should fill a complete "Dormitory Violated Student Introspection Form". Rejecters shall be not allowed to do the "Hostel service".
- 8. The on-purpose-damage repairing fee shall be paid by cash by the damage degree of properties from the vandal. (such as defacing walls, damaging tables chairs, doors or windows... etc.)
- 9. These guidelines have been passed by the student affairs council, and issued after approval by Principal. Amendments will be made in the same manner.