

# **Fu Jen Catholic University**

## **Dormitory Administration Rules and Regulations**

Amended and approved on 2010.05.06 by the 8<sup>th</sup> Administrative Council of the 2009-2010 academic year.  
Amended and approved on 2015.01.15 by the 5<sup>th</sup> Administrative Council of the 2014-2015 academic year.  
Amended and approved on 2015.10.08 by the 2<sup>nd</sup> Administrative Council of the 2015-2016 academic year.  
Amended and approved on 2017.06.15 by the 9<sup>th</sup> Administrative Council of the 2016-2017 academic year.  
Amended and approved on 2018.06.14 by the 9<sup>th</sup> Administrative Council of the 2017-2018 academic year.  
Amended and approved on 2019.06.13 by the 9<sup>th</sup> Administrative Council of the 2018-2019 academic year.  
Amended and approved on 2020.12.10 by the 4<sup>th</sup> Administrative Council of the 2020-2021 academic year.  
Amended and approved on 2022.01.13 by the 5<sup>th</sup> Administrative Council of the 2021-2022 academic year.

(Note: This is a translation of the original Chinese version. In case of any ambiguity or conflict, the original Chinese version will be referred to.)

### **Section 1: General Principles**

Article 1: The objective of Fu Jen's dormitory rules and regulations is to bring clarity to issues related to the operation, management and supervision of the dormitories, and to ensure safe and orderly dormitory accommodations for the students.

Article 2: Student dormitories are managed under these rules, unless otherwise indicated in separate rules or laws.

Article 3: Each dormitory will have a supervisor (hereinafter called manager), who will oversee the overall affairs of that dormitory and provide student counseling.

Article 4: The Dormitory Service Center will plan and supervise the dormitories in the following matters:

1. Development and implementation of relevant dormitory laws, rules, and regulations.
2. Dissemination, analysis, and reporting of the rules and regulations.
3. Promotion and assistance in various dormitory related student activities.
4. Handling of matters related to the residents' discipline, incentives and awards.
5. Planning and overseeing of residents' safety in the dormitories.
6. Organization of campus-wide dormitory meetings.

The dormitory meetings will be held at least once a semester, and its members shall consist of the Vice-President for Mission, the Dean of the Office of Student Affairs, the Dean of the Office of General Affairs, the Director of the Dormitory Service Center, the Director of the Military Education and Student Safety Division, the head of the Career Development and Placement Office, the Head of the Training and Student Support Section of the Dormitory Service Center, one manager of each dormitory, one student representative and assistant student representative of each dormitory, one representative of the Student Council, and one representative of the School of Continuing Education. The Vice-President for Mission shall act as the chairperson, the Dean of the Office of Student Affairs shall act as the vice chairperson, and the Head of the General Administrative Section shall act as the executive secretary.

Article 5: The General Affairs Office or the Dormitory Service Center will be responsible for the maintenance, repair, improvement, and restocking of dormitory facilities, and for supervising the maintenance and inspection of these facilities. The University employs a full-time dormitory manager as well as counselors to assist the manager as needed.

Article 6: The Military Education and Student Safety Division will assign a dormitory counseling instructor to each dormitory to assist the manager with student affairs.

Article 7: Students of each dormitory will set up an autonomous body to assist the manager in carrying out the following tasks:

1. Developing and implementing the Dormitory Consent Form.
2. Disseminating provisions and rules related to the University.
3. Collecting and transmitting the residents' opinions and suggestions to the appropriate units.

The autonomous student bodies are elected by the residents, and an election will be held every academic year. Its organizational structure and assessment rules are set by the Dormitory Service Center.

## **Section 2: Application and Placement**

Article 8: Students applying for dormitory accommodation should do so within the specified time period, submit a copy of the cover of the post office bankbook of either themselves or an immediate family member, and provide the necessary documents to the Dormitory Service Center, which will coordinate the application process.

1. Freshmen (new students): New students who wish to stay in the dormitories must be enrolled at Fu Jen Catholic University, and must apply to the Dormitory Service Center according to the specified rules, procedures and deadlines.
2. Waiting list applications: Applications on the waiting list are handled by the Dormitory Service Center.

Article 9: Beds will be allocated as follows:

1. Beds in each dormitory will be allocated in the following order; this does not include those with special needs, as they are exempted and can apply for a bed separately.
  - A. Students with a physical or mental disability (proof/documents required).
  - B. Students from low-income families (requires documentary proof of low-income households issued by relevant government units).
  - C. Overseas Chinese students, students from Mainland China, children of Taiwanese people living abroad, foreign students, and exchange students.
  - D. Students living outside of Taipei, New Taipei, Taoyuan and Keelung areas.
  - E. New students from the northern districts, in the following order: The Taoyuan districts of Fuxing, Xinwu, Longtan, Yangmei, and Guanyin; the New Taipei districts of Gongliao, Shuangxi, Shimen, Wanli, Jinshan, and Ruifang, and the city of Keelung.
2. Grade-level conditions for dormitory application:
  - A. Undergraduate students: First to fourth year students.
  - B. Graduate students: First and second year of the Masters' program.
  - C. Doctoral students: First to third year of the Ph.D. program.
3. Before the start of the academic year, applications on the waiting list will be processed following the order specified in Article 9.1. After the start of the academic year, students can apply as they arrive, and no priority will be given.

## **Section 3: Moving in and Responsibilities**

Article 10: Students who are approved to stay in the dormitory are expected to provide the payment receipt before moving-in within a specified date/time. Those who do not move-in within the specified period or those who make swap beds without approval lose their right to live in the dormitory.

Article 11: Dormitory residents have the responsibility to protect the facilities and property, both in the room and public areas. Anyone who willfully or through negligence damages the dormitory facilities or property, is held liable and required to pay an appropriate fine. Those who do not pay the fine in time will be expelled from the dormitory and will not be allowed to apply again.

Article 12: Residents who plan to spend the night elsewhere should take the initiative and inform their roommates or the manager in advance to facilitate contact in case of emergency.

#### **Section 4: Winter and Summer Accommodation**

Article 13: Students who have a valid reason to live in the dormitory during winter and summer breaks should apply according to the regulations. Priority in placement is given to overseas students, students from Mainland China, foreign students, students enrolled for summer classes, and working students. For efficient management of personnel and resources, placement of eligible students will be concentrated in certain dormitories, the exceptions being students in the Center of Chinese Language and Culture and working students.

Article 14: Application dates for the winter and summer accommodation will be decided at the campus-wide dormitory meeting.

#### **Section 5: Checking out**

Article 15: Students in the following circumstances must complete the proper check-out procedures at the time of departure:

1. On-leave students; dropout students; transfer students; expelled students.
2. Upon graduation.
3. Voluntary departure.
4. Dismissal.
5. Proven dangerous to public safety, unfit to live in dormitory.

Article 16: Before departure on the pre-announced move-out date, residents should clean their rooms and complete the check-out formalities within the check-out period. The manager will evict those who overstay, revoke their deposit, withdraw their right to apply during the following semester, and report it to the Dormitory Service Center.

Article 17: Voluntary check-out from the dormitory should be done with written parental consent and approval from the manager, followed by the completion of normal departure procedures. The amount of refundable dormitory fees will be based on the university's drop-out refundable tuition fees. After the student's voluntary check-out, the Dormitory Service Center will stay in touch with the student's family in case any further guidance is necessary.

#### **Section 6: General Rules**

Article 18: All residents in the dormitories must comply with the following rules:

1. It is not permitted to have a private electricity line or use electric appliances without permission from the management.
2. It is not allowed to store flammable, dangerous, and prohibited materials (such as drugs, alcohol, gambling tools, etc.) in the rooms.
3. Smoking (including vaping), gambling, drinking alcohol, making noise, creating trouble, or engaging in unlawful behaviors is strictly forbidden.
4. It is not allowed to remove or transfer the books, newspapers, and magazines from the common recreation room or lobby.
5. Visitors (non-residents), especially persons of the opposite sex, are not allowed into the private areas or rooms.
6. Sales people are not allowed into the dormitories.
7. Pets are not allowed in the rooms.

8. The Dormitory Consent Form must be followed.
9. Students are not allowed to change their room or assign their room to another person without permission from the Management.
10. Behaviors inconsistent with the principles of public health, safety, and peaceful living are prohibited.

### **Section 7: Supplementary Rules**

Article 19: Each semester, within two weeks of students' check-in, the manager must print out a list of all the residents of their respective dormitory.

Article 20: Each academic year, each dormitory is required to hold a resident meeting, which is mandatory for all students in the dormitory, and is supervised by the manager, the counselor, who will discuss matters related to the dormitory.

Article 21: There will be an annual comprehensive evaluation of the dormitory affairs, for which the methods are decided by the Dormitory Service Center.

Article 22: If any illegal or unexpected incidents occur in the rooms, the manager along with the counselor or a member of the autonomous student body of the dorm to deal with the incident.

Article 23: Dormitory doors can be opened using a card reader. Students can enter and exit the dormitory by swiping their student card; these records must be kept for one year for future inspection.

Article 24: Any violations of the rules and regulations, which will be judged on a case-by-case basis, will result in dismissal from the dormitory without refund (including the security deposit), and a loss of the right to apply for dormitory accommodation during the following semester.

Article 25: Any suggestions for the Dormitory Consent Form from each dormitory shall be submitted to the Dormitory Service Center, where it shall be discussed and revised, after which the result is published and implemented.

Article 26: If there are cases for rewards and punishments, the manager, after seeking the opinion of the counselor, should send a proposal through the Dormitory Service Center to the Student Affairs Office, where it will be processed in accordance with the regulations.

Article 27: These rules and regulations, including any amendments thereto, were approved by the university Administrative Council and signed by the President to be announced and implemented.