

# **Fu Jen Catholic University Student Dormitory Residence Agreement**

110.10.13 宿舍核心幹部雙週會通過

112.06.07 宿舍核心會議修訂通過

## **Chapter 1 General Provisions**

Article 1 To ensure a quality residential experience and environment, and to comply good practices with regard to dormitory residence, the Fu Jen Catholic University Student Dormitory Residence Agreement ('the Agreement') are formulated in accordance with Article 25 of the Fu Jen Catholic University Guidelines Governing Student Dormitory Management.

Article 2 All residents should abide by the terms stipulated in this agreement. Violators shall be subjected to a dormitory penalty points accordingly.

Article 3 Punitive and rewards matters for residents shall be handled in accordance with the Fu Jen Catholic University Guidelines Governing Student Rewards and Punishments.

Article 4 Dormitory staff includes administrators (Dormitory Supervisor, Military Instructor, and administrative personnel) as well as the Self-Governing Residents Association (SGRA). The Dormitory Service Center (DSC) is responsible for managing dormitories as well as directing and coordinating operations.

## **Chapter 2 Dormitory Services**

### **Subchapter 1 Service Counter**

Article 5 All dormitories have a service counter run by administrative personnel and trained members of the Self-Governing Residents Association, as well as work-study students (residents who reside for at least one semester) on a shift-work basis.

Article 6 Service period is from Mondays to Sundays, with each individual dormitory service counter to set their own service hours. During summer/winter holidays, service shall be announced separately in accordance with actual needs.

Article 7 Residents may seek help from the service counter if there is a need, or seek help from the work-study student on night duty, members of the Self-Governing Residents Association, dormitory supervisor, military instructor, or the Campus Security Office (24-hour dedicated line: 0905298885 or 02-29052885).

Article 8 The dormitory provides regular services with regard to checking in and out

of dormitory and the beginning/end of a semester as well as administrative procedures of joining in the waiting list vacancies.

Article 9 The dormitory provides irregular services including handling day-to-day household affairs and hardware facility maintenance and repairs, borrowing spare keys and equipment, managing and conveying various campus notifications, relaying messages from the parents or friends of residents, and handling inquiries regarding dormitory-related announcements

Article 10 The dormitory provides collection services for packages, registered mail, deliveries and other postal items.

## **Subchapter 2 Check-in/out of Dormitory**

Article 11 Residents should bring along their payment receipt and complete the necessary administrative procedures for check-in at the respective service counter of their dormitory within the stipulated time period announced by the DSC. Latecomers who did not pay their fees and did not inform the dormitory ahead of time shall have their dormitory placing withdrawn. Residents who fail to submit the required supporting documents within the stipulated time frame during check-in will **receive 1 dormitory penalty point**.

Article 12 All relevant procedures with regard to checking out of the dormitory should be completed within the stipulated time period announced by the DSC, including the payment of air-conditioning fees, return of keys or temporary curfew card (where applicable). The SGRA shall check that all room facilities are undamaged (also; room is cleaned) before proceeding with the refund of the security deposit (via bank account transfer to the student resident's account). Failure to complete the checking-out procedures or any damage to room facilities shall be deemed as an incomplete checking-out from the dormitory, and in accordance with the regulations the security deposit will be forfeited. All personal items not dealt upon reminders shall be dealt with as trash.

Article 13 Residents who need to check-in early/late or check-out early/late due to special circumstances shall have to comply with the required procedures and submit an application within the stipulated period. Late submissions shall not be accepted.

Article 14 Residents whom leave the dormitory on their own accord or are expelled from the dormitory, outside of student residents who are suspending/dropping out from school, shall not have their dormitory fees or security deposit returned. They shall also not be allowed to apply to stay in other dormitories.

Article 15 Beds assigned cannot be changed or transferred to another resident. In the event you are found to have violated this regulation, your dormitory placing shall be withdrawn and you will be expelled from the dorm and not be allowed to apply to other dorms.

### **Subchapter 3 Curfew and Safety Issues**

Article 16 Entrance and exit from the dormitory shall require a keycard. You are not allowed to use or borrow keycards from other residents. Those found in violation will **receive 2 dormitory penalty points**, and non-residents shall be punished in accordance with school regulations.

Article 17 Residents who don't belong to the dormitory are not allowed to stay in the dormitories (for male dormitories, if the residents who don't belong to the dormitory are found in dorm rooms after 10pm, this shall count as a violation of this regulation), and residents found to have housed non-residents will **receive 5 dormitory penalty points**

Article 18 Female dormitory residents are not allowed to bring the residents who don't belong to the dormitory in. (including Yisheng Dormitory) at all times, and residents found in violation will **receive 3 dormitory penalty points**. Repeat offenders shall be expelled from the dorm and not be allowed to apply to other dorms.

Article 19 Opposite gender are not allowed into gendered dorms. Those found in violation **shall be expelled from the dorm and not be allowed to apply to other dorms**.

Article 20 Staff at the service counter are not allowed to access the residents who don't belong to the dormitory. Non-resident visitors must be accompanied by residents for male dorms, while visitors to female dorms are only allowed to wait in the visiting area. Those found in violation will **receive 2 dormitory penalty points**, and repeat violators shall be expelled from the dorm and will not be allowed to apply for other dorms. Maintenance staff are required to fill their entry and exit in the registration book and must wear the dormitory vest.

Article 21 Residents who enter/exit from the dorm without a keycard may register and borrow one from the service counter. Residents who do so from the

6<sup>th</sup> time onwards each semester **shall be deducted 2 dormitory points**.

## **Chapter 3 Dormitory Residential Standards**

## Subchapter 1 Individual Living Practices

Article 22 Common facilities within the dormitory shall not be vandalized, nor should door locks be willfully replaced. There shall be no private use or modification of electrical sources, nor tampering with dormitory internet settings. Those found in violation will **receive 2 dormitory penalty points**.

Article 23 (Please find the references of items list) Items on the list which have limited area to be used are not allowed to be used or housed in the room. Those found in violation will **receive 3 dormitory penalty points** and have the item confiscated (to be returned when resident checks out from the dorm). If there are items not listed, the consequence will be decided by DSC.

Article 24 Burning is prohibited in the dormitory for public safety reasons. Those found in violation will **receive 3 dormitory penalty points**, and serious offenders shall be expelled from the dorm and be punished in accordance with school regulations.

Article 25 Gambling, playing of mahjong is prohibited in the dormitory. Those found in violation will **receive 5 dormitory penalty points**, and repeat offenders shall be expelled from the dorm. Smoking (including smoking of e-cigarettes), consumption of alcohol, roughhousing, and fighting shall be expelled from the dorm

Article 26 **Past midnight**, residents should keep their volumes low (such as when speaking on the hallway, in the showers, or using hairdryers). To not disturb the rest of others, residents should use earphones when necessary. Residents who are reported for causing nuisance to their roommates or other residents in the dorm will **receive 2 dormitory penalty points**. Playing musical instruments should not disrupt the peace. In cases of disputes, the dormitory reserves the right to prohibit such performances.

Article 27 Keeping of pets is prohibited in the dormitory. Those found in violation will **receive 3 dormitory penalty points**.

Article 28 Touting is prohibited (such as distribution of MLM information); those found in violation will **receive 3 dormitory penalty points**.

Article 29 Other than at dedicated areas within the dormitory, there shall be no willful displaying of posters or campaign materials (besides dorm activities and dorm elections); those found in violation will **receive 2 dormitory penalty points**.

Article 30 Do take care of your personal belongings; you are responsible for any instances of missing items or money. **Residents found to have committed**

**theft shall be dealt with in accordance with school regulations, be expelled from the dorm, and shall bear legal responsibilities** (the case will be handled over to the police).

Article 31 During their residence at the dorms, residents are responsible for the common facilities of their dorm room. If there are damages arising from misuse, the user will be liable for payment. Payment amount is stated in the equipment list. In the event that the person responsible for damage to equipment cannot be identified, all residents in the dorm room shall bear the cost for payment. If residents check the box marked “I allow maintenance personnel to enter the dorm room even when I’m not in the room”, dorm staff shall accompany maintenance personnel into the dorm room to carry out repair work. Otherwise, repair work will take place only when residents are present in the dorm room.

Article 32 All dorm residents are responsible for maintaining the cleanliness of the dorm environment, and are obligated to participate in the dorm’s cleanliness contest, including disinfection among other aspects. If a dorm room fails to meet cleanliness standards upon checks, all residents of **that dorm room will receive 2 dormitory penalty points.**

Article 33 No ball games are allowed indoors to prevent any damage to glass doors, ceilings, or cause any disturbance to other residents. Those found in violation will have to pay for the damages, and will **receive 2 dormitory penalty points.**

Article 34 New residents must attend safety drills and resident orientation. Those who are unable to attend must apply for a leave prior to the event and attend a makeup session. Residents who are absent without taking a leave will receive 3 dormitory penalty points. Residents who leave the event midway shall be subject to the same penalty. Residents who were absent without taking a leave but completed the makeup session will **receive 2 dormitory penalty points**, while residents who take a leave in prior but did not complete the makeup session will **receive 2 dormitory penalty points**. Residents who take a leave in prior and finish the makeup session, will not receive any penalty.

## **Subchapter 2 Public Facilities and Use of Public Equipment**

Article 35 Please use the lounge, lobby and common area to host visitors. Residents will **receive 2 dormitory penalty points** if there are complaints that their visitors are making too much noise and if they refuse to lower their volumes.

Article 36 Common area outside of the rooms are not allowed to place personal items. Those in violation who refuse to comply after advisement will

**receive 3 dormitory penalty points.**

Article 37 No disposal of food waste, personal items, or trash is allowed at the water dispenser and the sinks. Those found in violation will **receive 3 dormitory penalty points.**

Article 38 The storage of frozen items in the dorm fridge and relevant use is subjected to the regulations of each dorm. Those who do not comply even after advisement will **receive 3 dormitory penalty points.**

Article 39 Laundry cleaning and drying is subject to regulations in accordance with each individual dorm. Those who do not comply even after advisement will **receive 3 dormitory penalty points.**

Article 40 During summer/winter holidays, each dormitory shall designate a specific area for the temporary placing of luggage. Otherwise, there shall be no storing of personal items at public spaces in the dorm, or occupation of public spaces in anyway. Those found in violation will **receive 3 dormitory penalty points** and the items to be disposed of as trash.

Article 41 Any action that may damage the television, tables, or other equipment is prohibited. Those found in violation will **receive 3 dormitory penalty points and be liable to pay for damages.**

Article 42 Use of common spaces in the dormitory is subject to regulations per each individual dorm. Those found in violation will **receive 3 dormitory penalty points.**

## **Chapter 4 Penalty Points and Writing Off of Penalty Point**

### **Subchapter 1 Penalty Points**

Article 43 Each dorm shall establish its own penalty point system for all residents, to be handled by the dormitory supervisor and the SGRA.

Article 44 The penalty points shall be tabulated throughout the period of residence. Penalty points may be written off via service to the dorm. **Repeat offenders will be dealt with in accordance with the Fu Jen Catholic University Guidelines Governing Student Rewards and Punishments.**

Article 45 Residents who violate regulations stipulated in the Agreement will be subject to dormitory penalty points or other punishments accordingly.

Article 46 Penalty points shall be recorded by noting down the violations, and the penalty shall be meted out to the resident in violation. The violation form should specify the details of the violation and the applicable regulations. After being signed by the resident hall officers, it will be submitted to the dormitory service desk. Once 3 working days pass without any objections, the dormitory college representative and the administrator will sign and approve the point deduction.

Article 47 Residents' penalty point system shall be updated and checked regularly each month, and upon confirmation by the dormitory supervisor and dormitory representative, the relevant penalty points shall be announced (student ID number, matters of violated, points deducted.)

Article 48 Residents who **received 5 penalty points** without having them written off will have their dorm placing for the next semester or the next year withdrawn. Residents who **received 10 penalty points** without having them written off will be expelled from the dorm, and have their dorm placing for the next semester or the next year withdrawn.

Article 49 The eviction penalty from dormitory shall be confirmed by the dormitory representative and the dormitory supervisor, and then reported to the DSC.

## **Subchapter 2 Writing Off of Penalty Point**

Article 50 Penalty points may be written off through service to the dorm. Every 2 hours of service to the dorm shall qualify for writing-off of 1 penalty point.

Article 51 Writing-off of penalty points does not strike off the record of the facts of violation, which remains tabulated as basis for consideration for repeat violator.

Article 52 Writing-off of penalty points shall be done via submission of an application form to the dorm service desk, to be verified by the dormitory supervisor, and then the resident shall be scheduled for dorm service. Upon completion, the dorm supervisor shall fill in the relevant dorm service record details.

Following that, both the application form for writing-off of penalty points as well as

the dorm service record should be submitted to the dorm service desk, to be verified by the dormitory representative and the dormitory supervisor for the writing-off to come into effect.

## **Chapter 5 Remedy**

Article 53 Residents who disagree with the point deductions may raise objections with the dormitory service desk within three working days of receiving the violation receipt. Additionally, for any concerns regarding the monthly published list of point deductions, objections should be submitted to the dormitory service desk within five working days from the date of publication. Failure to do so within the specified time frame will be considered as not raising objections

Article 54 If an objection is raised, the dormitory supervisor shall convene a meeting with the SGRA within 7 work days to investigate the claim, and then inform the applicant of the result. An objection shall be dismissed if: 1) an objection is raised past the stipulated time period, 2) more than one objection is raised for the same issue, 3) the objection is without reasons.

Article 55 If an objection is deemed to be valid, the penalty points shall be annulled, and the announcement of penalty points to be updated.

Article 56 If an objection is deemed invalid, an appeal can be made to the DSC within 5 working days of receiving notice of the invalid objection. Once the DSC receives an appeal, it will conduct investigations and convene a panel to make a decision with regard to the appeal within 7 working days.

## **Chapter 6 Supplementary Provisions**

Article 57 For matters not covered under this Agreement, each individual dorm may in accordance with their needs set relevant regulations, report them to the DSC, and receive approval for promulgation

Article 58 This Agreement and subsequent amendments shall become effective from the date of announcement.