

## 2. Ming Chuan University Procedures for Student Use of Dormitory During Summer and Winter Vacations

Revised and passed at the Student Affairs Committee Meeting on May 17, 2007

### A. Objective:

To maintain order and safety in the dormitory for students staying during summer and winter holidays; to provide quality service and efficient management for dormitories during summer and winter months.

### B. Dormitory Applications:

1. Qualification for Application: Students who are students of Ming Chuan University or graduating students who have not yet finished procedures for leaving the university.
2. Application Dates: One month before the semester ends the Student Affairs Division will post a notice stating that applications are being accepted for residence in the dormitories during the summer or winter holidays. Students must apply within two weeks of the posting; late applications will not be accepted.
3. Application Procedures: Students who apply to stay in the dormitory must submit the application form along with Guarantee of Residence to the Military Training Office.
4. Calculating Fees: The University has set the Dormitory Fee Policy. Fees are calculated according to "terms," with winter vacation being one "term," and summer vacation being two. The fees charged for one "term" in a four- or six-bed dormitory room will be announced by the General Affairs Division.
5. Students who leave the dormitory during the winter or summer holidays will not have their fees refunded.

### C. Dates the Dormitory is Open:

1. The Dormitory will open during winter vacation for one "term"

and the exact dates will be indicated in the notice announcing that applications are being accepted.

2. The dormitory will be open for two “terms” during the summer, and accommodate students’ summer activities and the exact dates will be indicated in the notice announcing that applications are being accepted

3. Students who apply to stay in the dormitory during summer or winter vacation will apply for either one or two “terms.”

#### D. Procedures for Managing Students Living in Dormitories

1. In principle, summer and winter residents will live together in four- or six-person rooms on one floor of the dormitory to simplify management. If special circumstances exist, they will be treated as special cases.

2. Beds and dormitory rooms will be assigned as part of the application procedure and students may not arbitrarily change rooms or beds.

3. Procedures for Awards and Punishments as well as cleaning inspections will be conducted as outlined in the Dormitory Student Handbook.

4. Students must thoroughly clean their rooms, pay any outstanding fees, and return their keys before leaving the dormitory.

#### E. Student Self-governance Officers

1. Details concerning the Student Self-governance organization and persons affiliated with this organization can be found in Student Dormitory Student Self-Government Association Charter.

2. Students who in the Winter and Summer periods who show excellent service in their duties in the dormitory will be rewarded in the following fashion.

1. Dormitory Supervisor: Receives one 2nd Level Merit.

2. Floor Supervisor: Receives two Recognitions.

3. Room Supervisor: Receives one Recognition.

3. One room supervisor will be chosen for each dormitory room; one floor supervisor will be chosen if there are two or more rooms occupied on that floor; and a dormitory supervisor will be

chosen if more than two floors are occupied.

## F. Governance

### 1. Student Affairs Division

1. The Military Training Office will be responsible for dealing with and reporting any incidents which occur in the dormitory.

2. The housing service section will be responsible for arranging the schedules of dormitory superintendents charged with overseeing the dormitory and other management matters

2. The General Affairs Division will be responsible maintenance, upkeep, finances, electricity, water and support-related services.

3. Human Resources Division will be responsible for hiring instructors for the dormitories, arranging transfers, establishing qualifications and other personnel-related matters.

4. Controller's Division will supervise all matters related to dormitory superintendents' compensation.

## G. General Rules

1. If student clubs or off-campus organizations wish to use dormitories for camp events, the General Affairs Division will handle the applications.

2. If dormitory superintendents see a need for the assistance of students on the work-study program in managing the dormitory, they may apply according to university regulations.

3. Students who are living with students who are working in the dormitory must follow regulations when reporting work eligible for merit.

4. HiNet will not provide telephone or internet services for unoccupied beds in the dormitory during the summer and winter months

5. Those who apply to live in the dormitory without having the proper qualifications or who make unauthorized entry into the dormitory will be punished according to Merit or Demerit Regulations in the Student Handbook.
6. International students will follow regular rules when applying to live in the dormitory.
7. Additional regulations may be supplemented to cover anything not mentioned in this chapter.

H. Upon being passed at Student Affairs Committee Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

**\*\*In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.\*\***