

Providence University
Students Dormitory Management Regulation

Amended and approved by the Student Affairs Meeting on March 27, 2024

Chapter 1 General Principles

Article 1

In order to achieve the purpose of students living education for enabling a more perfect students dormitory management and to coordinate with the implementation of living counseling, the Providence University has established this regulation.

Article 2

The supervisory management personnel of accommodation service unit executes the following items of affairs:

- (1) Executes the counseling of accommodation living for dormitory students according to relevant regulation.
- (2) Conveys the regulation as well as compiles, analyzes, and submits the relevant book of forms.
- (3) Assists the mission implementation of dormitory autonomous cadres.
- (4) Suggests the relevant items of dormitory living awards and punishments.
- (5) Plans, executes, and recommends the dormitory safety measures.
- (6) Executes the application as well as inspection and acceptance of individual dormitory apparatuses for their maintenance, repair, improvement, replenish, and other affairs in coordination with the Office of General Affairs.
- (7) Allocates the works of dormitory work-study students and assesses their diligence and indolence.
- (8) Supervises and inspects the works of dormitory cleaning.

Chapter 2 Draw-Lot allocation Way and Payment Regulation of Dormitory Beds

Article 3

Except those preferential assured subjects after examinations and approvals, the application of dormitory beds are based on the principle for the freshmen of undergraduate school as well as manage and fill the vacancies according to the following procedures:

- (1) The conditions and qualifications of applying for bed assurance are as the followings:

- a. Those students who have received the Physical/Mental Disabilities Manuals or Major Injuries/Illnesses Cards.
 - b. Those students who are responsible for being the dormitory cadres in the next semester; whilst should take the duties for a full academic year except for having special reasons which are agreed by the Dean of the Office of Student Affairs, otherwise their dormitory qualifications will be canceled.
 - c. The low/medium-income or low-income students who have practical accommodation requirements.
 - d. Other students who have managed for their accommodations for the reasons of projects.
- (2) The freshmen of undergraduate school.
 - (3) Except for the restricted areas, the old students who have registered their households for more than 6 months.
 - (4) Except for the above mentioned students with assured beds, Draw-lot will be managed if the applicant amount is exceeded over the amount of beds.
 - (5) After the registration of each semester, the application and filling vacancies will be managed if still have the empty spaces of beds.

The restricted areas those are mentioned in the previous item area meant as the following areas: The east, west, south, north, Xitun, Nantun, Beitun, Dajia, Qingshui, Wuqi, Shalu, Dadu, Longjing, Daya, and Wuri districts of Taichung City.

Article 4

Those who complied with the formulated applications in the above Articles should submit their online applications or manage the filling vacancies at the dormitory office within the announced time limit. For those applying for the assurance of beds, the students should submit their relevant evidence documents to the dormitory office.

Article 5

The relevant regulations of Draw-lot operation are as the followings:

- (1) The Draw-lot method is adopted with Computer Draw-lot.
- (2) After the determination of beds by Draw-lot, the private replacement or conveyance are not allowed. Both parties who did those kinds of behaviors will be canceled for their dormitory application qualifications for 1 year if have been found and will be immediately compelled to withdraw from accommodation in addition to being treated with more than 1 demerit (included).

The regulations of accommodation affidavit management are as the followings:

- (1) The students who have drawn the beds should manage their accommodation affidavits within the announced duration. For those who do not manage within the regulated time limit, their beds will be deemed as waived.
- (2) After affidavit, the accommodation payment will be collected as incorporated into

the payment sheet of tuition and sundry fees. The accommodation payment should be paid except for those temporary schooling suspension and drop-out.

- (3) However, for those needing to withdraw their accommodation due to individual cases, the students should attach with the consent form of their parents and manage the waiver affidavit procedure of beds before the announced date of 'Special Cases of Beds Filling Vacancies' operation made by the unit, or submit the application for accommodation withdrawal one week before the starting date of next semester. The accommodation procedure can be managed only after the previous mentioned applications are approved.
- (4) For those who have extended their graduation, the accommodation application qualifications and procedures of these kinds of students are the same as those current schooling students.
- (5) The continuous accommodation affidavit procedure of the second semester is the same as the above mentioned regulations.

Article 6

The bed allocation is indicated by the following regulations:

- (1) The allocation sequences of individual Department chamber areas will be determined by Computer Draw-lot way and the bed allocation will be based on the principle of centralizing the same Department.
- (2) If desiring for self-assembly for roommates, the students can fill in the assembly list at the dormitory office. For those who do not make the assemblies in the specified time, it will be allocated uniformly by the dormitory office.
- (3) If desiring for changing the chambers, the students can submit their application within the announced duration after resided into the dormitory when the semester is started. It will be limited for once per semester.

Article 7

For those who did not obtain the drawn bed with special situations, the students can carry the relevant evidence documents and take the application form of 'Special Cases of Preferential Beds Filling Vacancies' at the dormitory office. The beds can be preferentially filled after the approval of review. For the other students, the filling vacancies will be managed according to the regulations.

Chapter 3 Accommodation Regulations of Dormitory

Article 8

When residing into the dormitory, the students should comply with the following regulations:

- (1) When residing into the dormitory after the approval of accommodation, the student should bring with the payment certificate and identity evidence document to the service counter for receiving the key of chamber and must submit the student dormitory accommodation data within one week.

- (2) After the student resided at the dormitory, the student should inspect the indoor apparatus (as listed in the personal and common property keeping card) in detail. Except those already damaged or deficient objects that needing repair or supplementation, the student should take the responsibility for the keeping and utilizing of those indoor objects. Except those damaged objects that were used by normal ways, the user should take the responsibility to compensate with the other damaged objects.
- (3) The dormitory keeper can enter into the chamber for inspection together with the dormitory cadre(s) depending on the situation requirement.
- (4) The boarders should complete the accommodation residence procedure within one week after the semester was started. The extension of time-limit should be applied in advance if having any special situation.

Article 9

If the boarders have the requirement for changing the bed, please manage according to the following regulations:

- (1) For those have proper reasons, the boarders can apply for changing bed within the announced duration made by the accommodation service unit. The bed can be changed only after the approval and it will be limited for once for each person per one semester.
- (2) For those who changed the beds by themselves without permission, both parties who changed the beds will be canceled for their qualifications of accommodation application by one year. And, those who did not follow the discouragement will be compelled to withdraw from the accommodation.

Article 10

For those who have one of the following situations, the student should manage the accommodation withdrawal:

- (1) Temporary schooling suspension, drop-out, or transfer schooling.
- (2) Graduated.
- (3) Voluntary accommodation withdrawal.
- (4) Compelled accommodation withdrawal.

For all of the accommodation withdrawals, the students should manage their accommodation withdrawals according to the following regulations:

- (1) Take the Accommodation Withdrawal Application Form at the dormitory office and manage the registration of accommodation withdrawal.
- (2) Return back the chamber key.
- (3) For those who withdrew the accommodation arbitrarily, the students will be canceled for their re-application qualification for accommodation by one year and will notify their parents.

If the current graduates cannot manage their accommodation withdrawal on schedule due to special reasons, the students can manage their accommodation according to the

regulations of winter/summer vacation regulation; however, they should move out the dormitory within the announced duration.

Except for those who are drop-out or in schooling suspension, no payment return will be allowed for any accommodation withdrawal. The payment return standards whilst drop-out or in schooling suspension will be managed according to the relevant regulations issued by the Ministry of Education.

Article 11

In order to maintain the student's property safety and to cultivate the student's sense of responsibility, the dormitory will implement the chamber key management system. The implementation ways are as the followings:

- (1) For the residence in the first semester, the boarders should take the chamber key at the service counter. For those who are accommodated in the mid-term, the students should manage the payment at the Cashier Unit initially and then take their keys at the service counter by the payment proof.
- (2) Those chamber keys are all engraved with chamber numbers. The guarantee fee will not be returned if no engraved number on the key when returning it.
- (3) For those who withdrew from the accommodation in mid-term, the student should manage the dormitory departure at the service counter and return back the chamber key.
- (4) For those who need to borrow the chamber keys, the students should register the reason for borrowing at the service counter and submit the student ID card for verification. The borrowed key should not be carried outside the dormitory. The borrowing duration is limited by 5 minutes. For those who borrowed the key for more than 3 times, the students will be treated with labor services for 6 hours. For those who have already borrowed the keys for more than 3 times, the students will be treated with 2 hours of labor service for every re-borrowing of the key. For those who have accumulated with 5 times, the students will be canceled for their accommodation qualifications in the next semester. The punishment affairs will be supervised and executed by the dormitory office.

Article 12

The management system of excess control card for the boarders is regulated as the following:

- (1) All of the boarders should pass in/out the dormitory by swiping their student ID cards.
- (2) In order to ensure the dormitory security, the card user should comply with the following regulations:
 - a. The student ID card of boarders should not be borrowed for the using of other persons.
 - b. The swiping-card user should not ignore with or have intention to unclose the entrance door when entered the dormitory.
 - c. Strictly prohibit from destroying of video recording equipment, card swiping device, and the entrance door. Those violators should pay for compensation by

equivalent prices.

Article 13

The roll-call of student dormitory will be on 23:00 at night. The boarders should stay in the chamber and wait for the roll-call. For those who are absent at the roll-call, the students should re-conduct their roll-calls from their district leader before 24:00 by themselves. For those who left the dormitory arbitrarily after the roll-call, the students should take their self-responsibilities for any occurred situation due to their leaves.

Article 14

For application of outside accommodation, the student should comply with the following regulations:

- (1) In outside accommodation, the boarders should fill in the outside accommodation card firstly. Those who don't fill in the form will be deemed as outside accommodation without leave application.
- (2) For those who acted by outside accommodation without leave application, they will be punished according to the regulations of Article 27 in addition to notifying their parents.
- (3) For those who resided for less than 10 days within one month, the students should describe the reasons at the dormitory office and their parents will be notified by the accommodation service unit, otherwise the accommodation qualification of the next semester will be canceled.

Article 15

Each dormitory should call the Student Dormitory Cadres Meeting and formulate the treatment way of delayed return, as well as clearly list it in the Student Dormitory Living Convention.

Article 16

The silence time is stated from 23:00 in every night., it should be complied with the following regulations during the silence time:

- (1) Keep quiet and prohibit from loudly noises.
- (2) The TV in the public region will be turned off on 23:00 at night from Monday to Friday. It will be extended to 24:00 at night on Saturday and Sunday. Prohibit from taking bath, washing clothes, using the dehydration machine after 24:00 in every night in order to avoid affecting the peace of neighboring chambers.

Article 17

Except for a table lamp, a tape recorder, an electric fan, a hair dryer, as well as a computer, a printer, a TV game player, and the kitchenware that is provided by the school, any kind of other electric appliance is prohibited for use.

Article 18

The regulations of relevant dormitory public space management will be formulated by each dormitory respectively.

Article 19

The dormitory pass in/out and visitor reception system are as the followings:

- (1) In order to maintain the dormitory safety and environmental peace as well as to strictly prevent the theft actions, the dormitory will implement the pass in/out and visitor reception system.
- (2) The dormitory keeper is responsible for managing the work executions of this system.
- (3) The dormitory keeper should open or close the entrance door of dormitory according to the following specified time:
 - a. Open the door at 06:00 and close the door at 24:00 in the weekdays.
 - b. Close the door in advance for those regular holidays and vacations for more than 3 days depending on the situation.
 - c. In case of special situations.
- (4) The dormitory keeper should manage the control to the pass in/out persons or objects according to the following regulations:
 - a. Pay attention to the pass in/out persons at any time. The non-boarders can be inquired, and be refused their entering into the dormitory without permission.
 - b. The carrying objects of pass in/out persons can be required for inspection and registration. If having any violation of regulations, the object cannot be carried in/out uniformly. For those who do not follow up the advice but forcibly carrying in/out the objects, it should be reported immediately to the accommodation service unit for treatment.
- (5) The visitors reception notices are as the followings:
 - a. If the student-visiting guest wishes to enter into the chamber, it should be registered at the service counter. The visitor with different genders should conduct the visiting at the parlor or in the campus and is not allowed to enter into the chamber.
 - b. The service counter on-duty personnel should welcome the visitor and contact the student for coming to meet the visitor.
 - c. In the meeting of visitor and student, no mob noise, alcohol drinking, trouble making, commodity promotion, long-time staying, or chamber entering arbitrarily are allowed. When necessary, the management personnel can stop the action and demand the visitor to leave.
 - d. The visitors should leave before 23:00 in the night.
- (6) All of the working staff with different genders due to official duties should be informed to the dormitory keeper and wear the working identification card.

Article 20

When leaving from the dormitory, the boarders should comply with the following regulations:

- (1) The boarders should clean up the chamber before the announced date and then complete the dormitory departure.
- (2) At the end of semester, the dormitory cadre should check out the public objects in the chamber without mistake (If there is any damage, it should be paid for compensation with equivalent price) and make sure the cleanness before the boarders leave, and then the boarders should return back the key at the service counter, and they who will be able to leave the dormitory. Those violators will be treated with the school regulations and the property guarantee fee will not be returned, either.
- (3) For the chambers which are planned for maintenances or repairs in winter vacation, the dormitory clearance should be implemented within the announced time limit.

Article 21

The accommodation in the durations of winter and summer vacations should be complied with the following regulations:

- (1) The closed chambers are not allowed to enter arbitrarily without permission. In case of any public objects which are lost due to arbitrarily opening, it should be paid for compensation with equivalent price.
- (2) Those accommodated students in the winter/summer vacation should pay for the accommodation according to the regulations. After the payment is paid, except those have special reasons and get the approval from the Dean of the Office of Student Affairs, it should not be requested for any payment return by any reason.

Article 22

The application qualifications of winter/summer vacation accommodation are as the followings:

- (1) Those students of this University who need to have the accommodation.
- (2) The graduating students who need to have the accommodation due to some reasons.

For those who wish to apply for winter/summer vacation accommodation, the students should manage their payments at the cashier Unit according to the announcement. Those already-paid students should show out their payment certificates for the management of residences according to the regulated time.

Article 23

In order to maintain the safety of boarders in winter/summer vacation, the following measures can be implemented:

- (1) The chamber allocation will be based on the principles of centralized accommodation.
- (2) The management personnel can inspect the student ID card when necessary.
- (3) The boarders should immediately leave the dormitory after the expiration of the applied accommodation.

- (4) For those who reside in the dormitory arbitrarily without following the regulations, the students will be treated according to the 'Student Awards and Punishment Regulation' after ferreting out the illegal behaviors. And they who should re-pay the accommodation payments for the accommodated durations.

Article 24

In order to implement the self-management spirits of boarders in the student dormitories, the Student Dormitory Living Promotion Association can be established for the assembly of student dormitory cadre organization. The relevant regulations will be otherwise regulated.

Article 25

For those who take the responsibilities of dormitory cadres, the students can enjoy with the dormitory cadre service subsidy and the assurance qualification of dormitory beds in that academic year.

Article 26

In the dormitory, there are work-study students who are responsible for doing the works of contacting, inquiring, and broadcasting, as well as can accept the relevant affairs of temporary consignment.

Chapter 4 Treatment for Regulation Violations

Article 27

For those have one of the following situations, the boarders will be notified to their parents in addition to being treated according to the 'Student Awards and Punishment regulations' and be counted with the punishment treatment points:

- (1) The punishment treatment point will be counted for 5 points for the following violation items:
 - a. Those who discarded garbage and made dirties arbitrarily in the public regions.
 - b. Those who did not submit the accommodation data on-time.
 - c. The boarders transferred their student ID cards to other persons for use to enter into the dormitory.
 - d. Those violated the individual regulations of silence times.
 - e. Those violated the regulations of dormitory delayed return or stay overnight at outside without leave applications.

- (2) The punishment treatment point will be counted for 10 points for the following violation items:
 - a. Those who raised animals in the chamber.
 - b. Those who allowed non-boarders to stay in the dormitory arbitrarily.
 - c. Those who brought the person with different genders or entered into the

dedicated place of different genders.

- d. Those who left the dormitory or assisted other person for dormitory leave after 24:00 in the night without permission.
- e. Those who illegally used the electric appliance, or used various kinds of equipments for food-cooking or boiling water in the dormitory.
- f. Those who destroyed the public objects intentionally (smearred and damaged the wall, destroyed door or window and any other chamber equipment). It will notify their parents for the treatment of compensation issue.
- g. Those who did not obey the counseling of counselor, teacher, or autonomous cadre with bad attitudes.
- h. Those who climbed up the enclosing wall for dormitory passing in/out or assisted other person for it.
- i. Those who touched the alarm intentionally.

(3) The punishment treatment point will be counted for 20 points for the following violation items:

- a. Those who smoked in the dormitory (including the terrace and the neighboring spaces of entrance/exit for people passing.
- b. Those who did the behaviors of gambling, playing Mahjong, making trouble, and fighting.
- c. Those who did the stealing in the dormitory.
- d. Those who burned the objects arbitrarily in the dormitory which violated the public safety.
- e. Those who passed in/out the emergency exit or crossed window, or assisted other person to do such behaviors, under the non-emergency condition to affect the dormitory safety.
- f. Those who violated the relevant other dormitory regulations with serious situations.

Article 28

The relevant regulations for compelling to drop out of the dormitory are as the followings:

- (1) For those who accumulated more than 20 points (included) for accommodation violation items and have been counted respectively according to the regulations of dormitory awards/ punishments, the students will be compelled to drop out of the dormitory and will be notified to their parents.
- (2) For those who subjected to drop out of the dormitory, the students should leave from the dormitory within 2 weeks. For those who delayed for leave, they should pay the accommodation fee for each day in NT\$100. Those who refused to leave from the dormitory will be treated according to the school regulations.
- (3) For those who subjected to drop out of the dormitory, the students cannot request for the payment return of the accommodation fee. The school can cancel their subsequent accommodation qualification in addition to announcing the name list and notifying the parents.
- (4) For those matters not mentioned on the above Articles, they will be managed according to the relevant regulations of accommodation and the 'Student Awards and Punishment Regulations'.

Chapter 5 Supplementary Principles

Article 29

The boarders should comply with the following regulations:

- (1) For any damage situations of chamber equipment, the student should register for it at the dormitory office in order to repair.
- (2) Keep quiet in the dormitory without loudly talking or laughing in order to avoid interfering the self-studies or sleeps of others.
- (3) The drinking dispenser should be kept in cleanness together. Do not dump with tea residues or bread crumbs in order to keep in unblocking.
- (4) The inside-chamber cleaning should be arranged for a list by the room leader and taking responsibility by classmates in turn. Also, the chamber leader should supervise the implementation. The chamber should be cleaned up during dormitory leaving at the end of semester.
- (5) The boarders should dress in neat without wearing slippers when leaving the dormitory.
- (6) Do not wear pajamas to pass in /out the parlor of dormitory.
- (7) Please do not sit in a lean way on the windowsill of chamber or the railing of stairs for safety.
- (8) In case that any entered person of different genders who did not wear the vest of official affairs or as not accompanied with the dormitory keeper, it should be immediately reported to the dormitory keeper.
- (9) To prohibit from the dormitory entering of commercial sales, non-boarders, and other outsiders.
- (10) Do not have any agent receiving of objects that is deposited, mailed, or consigned delivery by the non-boarders to the dormitory.
- (11) In case of borrowing any dormitory spaces, the students should submit the application to the accommodation service unit.

Article 30

This regulation will be adopted by the Student affairs Meeting for its implementation as well as the same during amendment.

Amended and approved by the Student Affairs Meeting on March 21, 2007
Amended and approved by the Student Affairs Meeting on June 18, 2004
Amended and approved by the Student Affairs Meeting on January 14, 2005
Amended and approved by the Student Affairs Meeting on October 12, 2005
Amended and approved by the Student Affairs Meeting on March 12, 2006
Amended and approved by the Student Affairs Meeting on March 23, 2006
Amended and approved by the Student Affairs Meeting on March 21, 2007
Amended and approved by the Student Affairs Meeting on June 15, 2012
Amended and approved by the Student Affairs Meeting on June 15, 2023