

**Southern Taiwan University of Science and Technology**  
**Student Accommodation Policy**

1. The Policy was put in effect by Student Affair Meeting on November 25, 2006.
2. The Policy was amended and promulgated by Student Affair Meeting on June 19, 2009.
3. The Policy was amended and promulgated by Student Affair Meeting on June 11, 2012.
4. The Policy was amended and promulgated by Student Affair Meeting on June 21, 2013.

**1. In order to provide necessary care and promote the quality of living in dormitory, Southern Taiwan One University of Science and Technology (abbreviation STUST below) enacts following rules.**

**2. Types of Dormitory**

STUST provides lodging in dormitory 1,3 and 6 for undergraduates (including the Evening Division), postgraduates, and foreign students. Dormitory sessions are divided into type A and B.  
Type A : Lighting and internet supply will be cut off by 12a.m daily in order to encourage early rest.

Type B : Self-managed

Students are eligible to apply to type A or B by filling up necessary form.

**3. Qualification to meet the application**

I. Open for : Undergraduate, Post Graduate and Delay Graduated Student who is unable to commute daily round trip to/from University.  
II. Life style in dormitory is purely self-managed. Therefore, if you have below illness, please report honestly. If found concealed the fact intentionally, responsibility will be bearded by students themselves.

1. Asthma patient who needs special care.
2. Mental illness
3. Severe infectious illness
4. Septicemia
5. Other serious illness (which makes living in dormitory not suitable)

III. Kindly provide related documents if you fall into below category:

1. Suffer from illness and caused limited mobility.
2. Family in difficult situation that needs financial support.
3. Other special cases that need help.

**4. Application and allocation**

- I. Student shall apply via Internet application and will be allocated through lot-drawing in public.
- II. For Freshmen—Application shall be done via internet within one week upon receiving of admission notice.  
For non-freshmen—Application shall be done via internet approximately during early April each year
- III. Student from low income family must submit the supported document to Living Supervision Division in order to get subsidy. (Female will be staying in I dormitory, five-bed room only. Male will be staying in III dormitory, quad room only.)  
Student from medium lower income family must submit the supported document to Living Supervision. Priority will be given for room's allocation (I dormitory, quad room or five-bed room/ III dormitory, quad room)

- Above application after due date will be considered as forfeited.
- IV. Freshmen who lives in offshore islands may apply for the dorm at the top priority (Need to provide residential documents).
  - V. Student has right to stay in the dormitory for one academic year. (first and second semester) In the event of cases like: suspended from school, discontinue from school, due to illness and other particular reasons (transferring to other school not belong to this category) unless above mentioned, no quitting or transferring is allowed. Whoever against the rules will be taken out from dormitory and being black listed for future application. Please pay attention and be cautious upon making decision.
  - VI. Freshmen may follow own interest to apply for double room, quad room, or five-bed room. Allocation will be made by lot-drawing. Once drawing is done, objection will not be entertained. Therefore, please be cautious while doing application.
  - VII. Non-freshmen may choose their own roommates. Application shall be done via internet during the announced timing by Living Supervision Division. Otherwise, room will be allocated by lot-drawing system.
  - VIII. To make fully used of the dormitory, Living Supervision division has the right to make adjustment for the rooms in special situation. Objection will not be entertained.

## **5. Move in and move out (to/from Dormitory)**

- I. Student should submit payment receipt, Student Dorm Agreement while moving in to the dormitory. Upon approval, student will be given the room's key. Rules and regulations in dormitory should be strictly followed.
- II. Student who is unable to stay for full academic year due to severe accident/sickness should fill in the check-out form, submit together with formal letter signed by parents to Living Supervision Division. He/she can move out upon approval.
- III. Students who violate dormitory rules and regulations over three times will be punished and black listed from future's application.
- IV. Student who graduated, discontinue, or suspended from school should complete the necessary procedures and move out from the dormitory within seven days. An inspection will be carried out to check the cleanliness and set up in dormitory. Student need to pay (following purchased price) if any damaged found.
- V. Once move in to the dormitory, student is advised to check the condition of personal used necessity. Student should check that again and maintain the cleanliness before moving out from dormitory in the end of the semester. Upon agreement after inspection, student then allowed to move out. Student need to pay (following purchased price) if any damaged found.
- VI. While moving out from dormitory in the end of each semester, student shall bring back and take own care for valuable items. Student has to tidy up the room and keep everything neat to ensure smooth process for maintaining and repairing work (to be carried out) School does not take responsibility to look after students' personal belonging. If student needs to keep his/her personal belonging in the dormitory, he/she should apply and follow the rules in "Rules and Regulations for Luggage keeping during Summer/Winter break. However, school does not take responsibility to look after it.
- VII. Students who live in single room or double room in dorm 6 may rent for the usage of the TV NT\$500 per semester (wireless TV program only) or refrigerator NT\$1,000 per semester.

## **6. Fees for accommodation in dormitory and Refund Policy**

- I. Students (non-freshmen) may do the application at the beginning of April in every year, and payment to be done before end of June. Those fail to make payment on required time will be assumed to give up the rights to live in the dorm. The reservation will then be canceled.
- II. Students (Freshmen) may do the application between July and September every year. Payment to be done following school's announcement.

- III. Students should stay in the dorm for one academic year. The dormitory fee should be paid two times per year in semester 1 and semester 2. Students who apply for the dorm in between the semester will be charged by the amount rate which divides by the weeks of each semester, and multiplies by the actual number of weeks of lodging.
  - IV. Payment method: Living Supervision Division will produce payment list of dormitory fee, and be verified by Accounting Office. Announcement of payment date will be made, and students are requested to print out the bill via Internet. Payment can be made by transaction over counter at the bank, ATM transfer, credit cards, and pay at convenience stores— 7-11, Family mart, Hi-life, OK Mart etc.
  - V. Students who apply for the dorm should pay the full fund during the payment period announced. Students who apply for the dorm after the semester starts should pay the dormitory fee by the actual staying weeks. It will be counted minimum as one week even though the staying is less than one week.
  - VI. Students who check out from dormitory half way due to serious family issue, infection or illness, etc may get refund after approved.
  - VII. Students who stay in dormitory cannot simply move out unless having reasons like drop out from school, suspend from school or other special reason which is approved. Otherwise, no refund is given.
- Below are requirements to meet to get a refund:
1. Apply to move out from dormitory before school's register day— simply don't make payment .Those already made payment can get full refund.
  2. After school's register day, but less than 1/3 of semester—2/3 refund will be given.
  3. Over 1/3 of semester, but less than 2/3 of semester —1/3 of refund will be given.
  4. Over 2/3 of semester— no refund.

## **7. Rules of Regulations during Winter and Summer Break**

- I. Some specific areas in dormitory will be opened during summer and winter break. Other areas will be closed. The rooms which are designated to be opened during the break should be cleaned up then move out by existing students who live in the rooms. For personal belongings, students should pack up and write down the room number and name outside their packages and store them in the appointed place. No objections as repair work need to be carried out in summer break. Students need to give co-operation.
- II. Students who need to live in dormitory during winter and summer break should apply through the Internet during the announced period. Application will be close once rooms are full. Students should complete the payment procedure during the assigned period and keep the receipt in order to check in the dormitory. Students are not allowed choose their own roommates; this will be arranged by management staffs at Living Supervision Division .If students have own preference, he/she should come to Living Supervision Division and apply before allocation of the rooms. No applications will be accepted after the announcement.
- III. People from camp activity during winter/summer break who need loading at dormitory must do the application. Result will be informed through the Internet. Above mentioned should apply with Living Supervision Division one month before the end of semester. Application after the required date would not be entertained.
- IV. Payment for lodging during winter/summer break can be made by transaction over counter at the bank, ATM transfer, credit cards, and pay at convenience stores— 7-11, Family mart, Hi-life, OK Mart etc. Please double consider upon making payment as refund (if required due to not staying) only will be done in next semester.
- V. Payment for lodging during winter/summer break will be compiled and submit to bank. If withdraw is required, students must proceed to Living Supervision Division before submission to bank. After submission to bank , students should be responsible for his/her own lost.

## **8. Counseling and Management**

- I. In order to provide a safety dormitory staying with high quality so that students can have a good environment and able to self-manage and self-respect, the Student Dorm Committee formulates the policy of staying in dormitory as per below:-
- II. Students who is failed to follow the Policy may suspend from staying in dormitory. Different scenario will be evaluated by the Student Dorm Committee and necessary punishment will then be given. If students violate the rules in a serious way, the case will be hand over to Living Supervision Division and be punished according to school policy.
- III. The policy of staying in dormitory implements demerit points for its management purpose. This Policy will come into effect after submission from Student Dorm Committee to the Student Affairs Meeting and being approved President of STUST.
- IV. Dormitory committee members should perform their duties based on the Policy, assist student to adapt to their daily living in dormitory.
- V. The policy of staying in dormitory will be amended by the Student Dorm Committee whenever needed due to the rapid changes in living environment. Students should always follow the updated rules Work together to maintain the living quality and safety in dormitory.

## **9. Access Control**

- I. No entry is allowed to outsider into dormitory except following situation:
  1. Emergency case approved by management.
  2. Cleaner, plumber & electrician, website administrator, and other maintenance personnel are allowed to enter upon approval. Application need to be done beforehand. Working vest is needed.
- II. Teachers, dorm supervisor, committee members, cleaner, plumber & electrician, website administrator, and other maintenance personnel should register and fill in the necessary forms at the reception, wear the working vest and accompany by the dormitory committee member to enter the dorm. This rule is based on the Access Regulation of Student Dorm.
- III. Dormitory committee members who are on duty should strictly control outsider not to enter the dormitory area.
- IV. An outsider who enter the dormitory area upon approval, if his/her behavior affects other students in dormitory, he/she should be expelled by force and punished according to school' s policy when needed. Unauthorized entrance is strongly prohibited otherwise punishment will be implemented.
- V. Visitors can meet the resident in the public areas. The residential area is prohibited to enter.

## **10. Rules of Roll Call at Night in Dormitory**

- I. To perform head count for the safety purpose, students should go back to their room before 12 AM daily. The room leader should make a roll call and floor leader will perform spot check occasionally.
- II. Dormitory Roll Call
  1. Room leader need to log in on the Internet and report the roll call status at 12 AM on daily basis.
  2. Students need to report to room' s leader for coming back late beforehand (if he/she did not apply for late return back to dormitory). This is to ease the job for roll call.
  3. Room leaders if found telling lies about roommates' whereabouts or not register in the Internet as per truth, will be given penalty by demerit his/her Dorm Penalty Points.
  4. Being absent without any reason and not apply for late return back to dormitory for during roll-calling, students will be given one opportunity to explain to the floor leader. However, the student will not have the second chance and STUST will inform his/her parents, teacher and military instructor. Punishment will be given according to the Policy.
  5. The record for above mentioned will be evaluated all at once in the end of semester.
- III. Late Return Back to Dormitory

- Residents who return back at mid night due to part-time job or other reasons should print out and fill in the required form (which records the date, reason, place, phone number, and your room number) .Teacher, dorm supervisor, military instructor, and Living Supervision Division director will then give approval. This is to get a record of the students' whereabouts and able to contact his/her in case of emergency.
- Based on Policy of Dorm Student Violation, dorm residents who return back at mid night over three times in a month, his/her parents, teacher, and military instructor of the department will be informed. Counseling and demerit of Dorm Penalty Points will be carried out.

#### IV. Late Return to Dormitory after 12am.

- Students who go back to his/her room after 12 AM are considered late return. Accumulated up to 3 times, his/her parents, teacher, and military instructor will be informed. Punishment will be given according to the Policy.
- Students who return late in dorm 6, need to register to the security counter at lobby. Students who return late in dorm 1 and dorm 3 will be recorded automatically upon using card's key.
- Students who return late and register with untruthful data, once caught, his/her parents, teacher, and military instructor will be informed. Punishment will be given according to the Policy.

### **11. The Application Procedure of Repairing Work at Dormitory**

- To ask for general repairing work, students may apply via logging on the dormitory repairing maintenance system. Please ensure that you fill the complete information. The website is: [http://portal.stust.edu.tw/dorm\\_fix/Login.aspx](http://portal.stust.edu.tw/dorm_fix/Login.aspx)
- Dormitory part-timer and Student Dormitory Committee members should patrol, and give inspections in public areas occasionally. If noticed areas that need a repair work, he/she should log in the dormitory repairing maintenance system to make a request.
- If there's a breakdown or damage with water/power supply in dormitory which may affect the safety, everyone should be alert and notify part-timer at the reception, floor leaders, or the plumber & electrician who is on duty immediately.
- Repair work and renovation that need to be done in public areas during winter/summer break, should be examined and transferred the case to Office of General Affairs to conclude the repairing/renovating time.
- During winter and summer break, Office of General Affairs will conduct the overall sterilization and spray pesticides in dormitory area.

### **12. Student Tidiness Regulations**

- Students should clean his/her own bed every day when get up. Fold the quilt and pillow neatly.
- Personal Items regulations:
  - Books and Stationary should be put neatly. The desk should be clean and tidy.
  - Shoes should be placed neatly. Unsightly placing is not acceptable.
  - Students should not dry the clothes in the room.
  - Immoral pictures/posters are not allowed in the room.
  - Prohibited items, and items that will affect cleanliness and roommate are not allowed to keep in the room.
  - Keep the floor neat and clean the garbage regularly.
  - Students may put their umbrella/ rain coat at the corridor and doorway only in rainy day, but no garbage and other items are permitted.
- The tidiness of the room, including desks and chairs, closets, floor, wall, door and windows, should be monitored maintained by the room leader.
- Student Dormitory Cleaning Activity is held by Living Supervision Division and the Student Dorm Committee. All students should join the activity with no objection. The rooms which are in very good/tidy condition will be rewarded. The rooms which are in bad condition will be reexamined. If failed after that, the students will be punished by deducting dormitory

- penalty points.
- V. All students should follow the rules and regulations, prevent from dirtying dormitory, and keep up on the tidiness.

### **13. The electricity Regulation in the Student Dormitory**

- I. To maintain the safety in using the electricity, every dorm resident should abide by the electricity regulation.
- II. No external wire connected from the illumination and sockets is permitted to prevent overloading of power.
- III. There are six 110 volts sockets with ground lines. Users should abide by the following regulations to keep the public safety.
  1. The electric appliances dorm resident may use are as below:  
Personal computer, printer, radio or recorder (use earplugs only), razor, dry battery charger, electrical mosquito-repellent incense, hair dryer or curling iron, (the two appliances cannot use at the same time, and each appliance cannot be over 450 watts, and only can be used one at a time. ), electric fan (under 10 inch, no more than two appliances in a room), unnamed electric appliances are forbidden to use.
  2. The maximum power at a time cannot be over 550 watts. The calculate way is to plus the total watts of each appliance. The amount will be the instant electric consumption.
  3. The electric appliances on item No. 1 should use the plug with ground lines basically. Every appliance should be examined and approved by Bureau of Standards, Metrology & Inspection. There will be an approved label on the appliance. Defective appliances or insulation deterioration appliances cannot be used. Users should take the safety and responsibility for the appliance he/she uses.
  4. Residents cannot use any appliance in bed.
  5. The appliance not in use or leave the room should turn it off and unplug.
  6. Sockets and electric wire should keep dry and away from fire, hot water and anything sharp or heavy.
  7. If there's any abnormal condition of the electricity or power break down, residents should notify the dorm supervisor. Residents are not allowed to repair by his/herself to prevent any accidents.
- IV. For the residents who are not follow the regulation and cause safety problem should take the responsibility
- V. Energy-saving Measures in the Dorm
  1. There are only odds/even number of the light turning on for the illumination of the corridor.
  2. After 11:00 PM, the light in the room will be controlled by the room leader. Residents can use the light on the desk only to save the energy.
  3. There's no hot water supply after 11:00 PM to save the energy.

### **14. The regulation for the Kitchen**

- I. Considering the need for students, there are kitchen in Dorm XI to be used. In order to assure the safety of the equipment and maintain the living environment in the dorm, the related regulation is implemented based on the Policy of the Kitchenette.
- II. There are three to five part-time students to be in charge of kitchen affairs. Dorm residents can use the kitchen and the facility according to this regulation. If the kitchen be used without following the rules, the kitchen may be closed for one to five days.
- III. There are microwaves, hotplates, cooker, kitchen counter, closets and fire extinguisher. The usage of each facility will be post in the kitchen. Users should follow the regulation to keep the facility in a good condition and keep your safety. Improper usage which results in the

damage of the facility may be responsible for the compensation. If you need to use other kitchen facility, please prepare for your own but you cannot use the gas.

- IV. Users should take the responsibility to keep the cleanliness of the kitchen. After using the kitchen, you should clean it to the previous situation. Kitchen waste and garbage should be cleaned by your own. The part-time students may check the kitchen and state it to the dorm supervisor. The dorm supervisors should report to Students Affair Office every week as the base of the evaluation. Users who don't clean the kitchen after use may not register to use the kitchen again.
- V. Dorm residents should join the fire drill and learn how to use the fire extinguishers at the beginner of the semester. Please be careful to use the kitchen facility. If you use them improperly, you should take the responsibility for the compensation.
- VI. Dorm residents must register before you use the kitchen. You cannot use the kitchen if you don't register, people who register first may use it first.

## **15. Recycling in the dorm**

- I. In order to keep the quality of the dorm environment and to stick to the concept of sorting the garbage and recycling, the students in our school must do the recycling.
- II. There are general garbage and recycling areas in each dorm.
- III. The recycling is as below:
  - 1. Containers: glass bottles, PET bottles, tin and aluminum cans, drink cartons, etc.
  - 2. Paper recycling: books, magazines, newspaper, and paper
- IV. You must wash the container first and press the container (if it can be pressed) before you do the recycling.
- V. The dorm staffs may collect the recycling stuffs every day.
- VI. You cannot throw your garbage in the recycling bin or put them in the public areas such doorway, laundry room, or in front of the elevator. If the dorm residents are caught doing so, he/she may be deducted the dorm point and can be redeemed by doing three-hour service.

## **16. The notice of using the washing machine, spin dryer, dryer**

- I. There are coin-operated washing machines, spin dryers, dryers in each dorm.
- II. To keep quiet in the dorm, the dorm residents are prohibited from using the machines between 12 AM to 6 AM.
- III. Please cherish the public facilities. If you find the machine out of order, please inform the company or the dorm management to fix it.

## **17. The process of dealing with the damage of the room key**

- I. You may change the room key at the reception of Dorm VI.
- II. The room key has been demagnetized:  
Please check your room key with your room number, class, name, cellphone number and state which one has been demagnetized (the dorm gate or your room door) and bring the room key with you.
- III. The room key has been damaged:  
Please hand in the damaged room key and fill in the form (room number, class, name, cellphone number and the reason why you apply for a new room key) at the reception of Dorm VI. You need to pay NT\$100 to make a new one.
- IV. The room key has missed:  
Please hand in all the room keys of your room and fill in the form with the information about your room number, class, name, cellphone number. After you pay the fee of making the new room keys, you can take all the room keys back.
- V. If one of the room keys in your room has been damaged which causes the failure of reading the information by the machine, the room key will be an inactive one automatically.

- VI. The office hour for dealing with the room keys are 6AM to 3PM. There's no service available after 3 PM. You can bring your ID to ask for taking your new room key after 5:30 PM.

## **18. Tobacco Hazards Prevention**

- I. The dorm managers, the Student Dorm Committee members may patrol the public areas during the day, afternoon, and night irregularly.
- II. There are some volunteers to join this project to patrol and check each floor and routes.
- III. The patrol of the staircases, laundry rooms and elevators are the responsibility of each dorm residents by turns.
- IV. Dorm residents who violate the regulation may be cited with a 2nd Level Demerit and need to join the program of quit smoking.

## **19. Type A Living Area**

- I. Since many students linger on the Internet and adore night life which affects his/her normal life and studies. To advocate the concept of health life style, to make good habits of go-to-bed-early and get-up-early, we set Type A Living Area in the dorm to help dorm residents keep a regular life style and healthy body.
- II. We have Type A Living Area at 13F, dorm VI. There are 26 rooms (for male and female each), 104beds. We encourage students who are willing to join program of regular life style to apply.
- III. Students who are willing to apply for the dorm can submit your choices and earn the bed through the lot-drawing process.
- IV. Students who live in the Type A Living Area should follow the regulation. Dorm residents who violate the regulation may be punished by Policy of Dorm Student Violation and cannot apply for changing to the Type B Living Area.
- V. In this area, the light will be turned off at 12AM and the Internet will be disconnected until 6 AM.

## **20. General regulation**

- I. The information about the dorm will be posted through the Internet. All the dorm residents should check and follow the regulation to keep your own rights.
- II. The leader of each room should keep the habit to read the newest information through the Internet every day and remind your roommates about the information which will be the evaluation for your duty.
- III. The room leader should be assigned while students who choose the live together or the beginning of checking in at the dorm.
- IV. Activities which are held by the Student Dorm Committee such as conferences, the evacuation drills, safety education, competition of cleanliness etc. are important assemblies. Besides the dorm residents who are assigned to join the assemblies, it is the duty for the rest dorm resident. If the dorm residents who don't show up at the assemblies and cannot state the proper reason, he/she may be considered the one who violates the regulation.
- V. The Student Dorm Committee members who have the situation as the above-mentioned, may be evaluated to his/her position and be punished according to the regulation.

## **21. These rules were proposed by the Student Dorm Committee to the Council of Student Affairs and approved by the Principle. Any modification of the rules shall be carried out according to such procedures.**