

# **Kaohsiung Medical University**

## **Dormitory Accommodation Regulations**

Oct. 22, 2009	Reviewed and passed by Directors' meetings at Office of Student Affairs.
Dec. 22, 2009	Reviewed and passed by Directors' meetings at Office of Student Affairs.
Jan. 17, 2013	Reviewed and passed by meetings at Office of Student Affairs.
Feb. 25, 2014	Reviewed and passed by Dean for Office of Student Affairs.
Aug. 13, 2015	Reviewed and passed by Dean for Office of Student Affairs.

- I In order to maintain the group discipline, promote the dormitory living quality, ensure the tranquility and safety of the accommodation, and develop good living habits, Kaohsiung Medical University (hereinafter referred to as KMU) set the regulations and expect to make the dormitory management more perfected.
- II Roll call:
1. Monday-Thursday, 22:30-23:30, accommodates must stay in their own rooms. Those who have not applied a leave of absence would receive demerit points as punishment.
  2. If being absent of 2 weeks in succession, the teacher of living in each department would contact the students' parents and increase the demerit points.
  3. Dates without roll call: 1 week before and for the midterm exams, the week before and for the final exams, the day before and on the school holidays.
- III Rules of dormitory violations:
1. Items of receiving demerit points: see the addendum. Receiving more than 50 demerit points, the student's qualifications of applying for the accommodation and being candidate would be canceled. Receiving more than 100 demerit points, the student would be punished to move out from the dormitory.
  2. Based on individual reasons (drop-out not included), the student applies for dormitory withdrawing cannot re-apply within the same semester.
- IV Rules of dormitory public space:
1. Division of Student Assistance reserves the right of using the dormitory public space.
  2. Putting up posters by each unit is permitted. Range: New House – the post wall on the front side of the hall, South and North House – the post

wall at the front door.

3. To put up posters in the dormitory, applying for permission at Division of Student Assistance, Office of Student Affairs is required.
4. The poster must be removed by the unit which has put it up within 24 hours on the due date. If violates the rules above 2 times, the unit would be on the record and stopped the right of putting up posters for 1 year.
5. When using the computers of the dormitory, users must follow the rules of Intellectual Property Rights.
6. The main light of the public space would be turned off at 23:30 every night.

V Rules of changing beds:

1. When two sides would like to change the beds, they should apply for the permission of Division of Student Assistance. The beds must be changed within the first week of the next month.
2. Accommodates must not transfer, adjust the bed or take the liberty of using other beds. The both sides who violate the rules would receive 2 black marks, have to move out from the dormitory, and their guardians would be informed. The violators must complete the dormitory withdrawing within 2 weeks; if not, they would move out under coercion. The left items would not be taken care of.
3. Each accommodate has 1 opportunity to change beds every year.
4. Conditions of changing beds:
  - a. There is a dispute which cannot be improved between the roommates. Seeking for another student who would like to change beds by the student's own. Empty beds are not available.
  - b. The certificates of disability would be examined by Division of Student Assistance.
5. Division of Student Assistance reserves the right of adjusting beds.

VI Dormitory withdrawing:

1. When withdrawing (including summer vacation), the procedure must be completed and the public properties (including keys) must be returned in time. Water, electricity, doors and windows must be turned off and closed. Clean the private and public spaces in the room.
2. The violators would be punished according to the following rules:
  - a. Those who do not complete the procedure in time would receive 2 black marks, and their parents would be informed.
  - b. Those who break or lose the keys, public properties must make compensation.

3. Those who do not clean the private space would receive 1 black mark, and cannot apply for accommodation next year.

VII Notifications:

1. Using electrical appliances must be based on the electro-load of each room. If exceeded (e.g. the power tripped off), the roommates should coordinate with each other.
2. If there is a dispute in the dormitory, accommodates should ask Student Dormitory Committee to help deal with the problem first. If the committee cannot solve the problem, inform the dorm supervisor.
3. The dormitory first-aid kits can be used from 18:00 every evening to the next day 8:00 and on holidays (non-service time of Division of Health Service).
4. Non-boarding students shall be accompanied by the boarding students, leave valid certificates with photos at the counter and wear on the vests on entering the building.
5. Relatives shall receive an admission pass to enter the dormitory by leaving a valid certificate with photo at the counter and wearing on a vest.
6. Apart from the simple cooking appliances provided by the school, all the high voltage electrical appliances (electric radiator, electric heater, iron, electric rice cooker, induction cooker, gas appliances, etc.) are not allowed for use in dorms, and cooking in the dormitory is also prohibited. Refer to the simple cooking appliances terms of use.

VIII Reward:

For those who make specific contribution to dormitory safety or school reputation maintenance (e.g. exposing violations), Student Dormitory Committee would submit the report in written form to Division of Student Assistance, and apply rewards for them.

- IX The regulations are practiced after checked and ratified by the Dean of Student Affairs, and the same when revised.

## Addendum: Violations and Demerit Points Form of Dormitory at KMU

Violation Items	Demerit Points	Remarks
<b>I. Absence of Roll Call and Learning</b>		
1. Roll call absence without applying a leave every Monday-Thursday during the semester.	2 pt / time	
2. If being absent from roll call over 2 weeks, start from the 3 <sup>rd</sup> week, for each absence would receive 5 demerit points, and the teacher of living in each department would inform the parents.	5 pt / time	
3. Being absent during the disaster prevention drills and safety training without applying a leave.	20 pt	
<b>II. General Violation Items</b>		
1. Blocking the door of safety exit and making the door cannot be shut normally over 10 minutes.	10 pt	
2. Discarding objects in public space and not sorting well.	10 pt	
3. Breaking, taking out public properties, putting something up or scrawling on them.	10 pt	Compensation is required.
4. Drying clothes at public space where is not clothes drying yard.	10 pt	
5. Using the room phone over 10 minutes, and affecting others' using time.	10 pt	
6. Making noise in the room, affecting the tranquility of the roommates or downstairs accommodates, and is not willing to improve.	15 pt	
7. Washing aprons with the dormitory public washing machines.	20 pt	
8. Sleeping over in the dormitory with non-boarding students (including relatives).	30 pt	
9. Giving non-boarding students the access card (student ID card), and making them enter the dormitory.	30 pt	
10. Using high voltage electrical appliances apart from the simple cooking appliances provided by the school to cook. (e.g. electric radiator, electric heater, iron, electric rice cooker, induction cooker, gas appliances, etc.)	50 pt	
11. Violating the simple cooking appliances terms of use.	30 pt	Refer to the simple cooking appliances terms of use.
12. Burning paper or objects in the dormitory.	30 pt	
13. Keeping animals in the dormitory.	30 pt	
14. Drinking alcohol, gambling, smoking cigarettes, or doing any extreme and outrageous conduct that exceeds the bounds decency accepted by society.	30 pt	

15. Entering the dormitory of heterosexual accommodates or taking heterosexual people into the dormitory.	50 pt	
16. Brawling, fighting with others in the dormitory.	50 pt	Offenders would be punished following the Standards of Students Reward and Punishment, and must move out from the dormitory within 1 week.
17. Accommodating in the dormitory without applying for the accommodation during winter or summer vacation.	50 pt	Move out within the time limit.
<b>III. Dormitory Public Space Related Items</b>		
1. Confusing noise in the rooms or public space of the dormitory, and affecting the public tranquility.	10 pt	
2. Placing individual objects in the public space of the dormitory, and destroying the tidiness of the environment.	10 pt	
3. Using the dormitory mail area over the reasonable space, and threatening the safety when others passing through.	10 pt	
4. Occupying the Cloud area over 30 minutes, or dismantling the physical facilities.	10 pt	
5. Every day, using spin dryers in the dormitory, or using washing machines, clothes dryers in the South or North House between 00:00-06:00, and affecting the tranquility in the dormitory.	10 pt	