

# Regulations of Student Dormitory Counseling and Management at Kaohsiung Medical University

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## Chapter 1 General Rules

Article 1 To achieve the objectives of student life education, maintain group discipline and residential safety, cultivate good living habits, and further improve dormitory counseling and management, the Regulations are specially established.

Article 2 Dormitory Counseling and Management Units:

1. Office of Student Affairs:

- (1) Plans for student dormitory counseling and management.
- (2) Responsible for life counseling of residential students and handling various incidental events.
- (3) In charge of student accommodation applications and related operations, such as establishing the roster of residents, and control and distribution of room keys.

2. Office of General Affairs:

- (1) Responsible for the maintenance, repair, supplementation, and procurement of student dormitory facilities.
- (2) Responsible for appointing dormitory security managers, maintaining the safety of residents, controlling the entry and exit of dormitory personnel, handling student mail, managing the borrowing and storage of carts, informing residents of emergency calls from parents, conducting regular and spot safety inspections of the dormitory, registering and coordinating the repair of damaged dormitory items, and controlling the borrowing of temporary access cards.

3. Office of Library and Information Services: Responsible for the establishment and maintenance of the student dormitory network and access control systems, computer lottery operations, and handling and consulting on issues related to access cards (student IDs).

4. Office of Global Affairs: Responsible for handling various accommodation issues for international students.

Article 3 Student Dormitory Self-Governance Council:

To regulate dormitory life, promote dormitory self-governance, and strive for the welfare of resident students, the school guides resident students to establish the "Student Dormitory Self-Governance Council" (hereinafter referred to as the Council). Its organizational charter shall be separately established.

Article 4 Facility Addition, Improvement, and Maintenance:

1. Resident students can propose through the Council to add or improve various living facilities. After assessment by the Office of Student Affairs in conjunction with the Office of General Affairs and the Office of Library and Information Services, if deemed necessary, additions or repairs will be made.

2. Facility Maintenance:

(1) Resident students fill out maintenance forms online.

(2) The maintenance unit carries out the repairs and informs the student upon completion.

Article 5 Dormitory Safety:

1. To assess the situation of student accommodation and dormitory safety, the Office of Student Affairs' student safety personnel may conduct unscheduled inspections of the dormitory, accompanied by dormitory manager, security managers, and student representatives. Partial inspections may be added if necessary, and all resident students should cooperate without evasion.

2. Dormitory access control is executed by the dormitory security manager. Resident students enter and exit using their student ID cards. Construction and maintenance personnel, as well as visitors' relatives, must register at the security office and deposit a valid ID with a photo. Visitors can enter only after wearing a visitor (yellow) vest; maintenance personnel must be accompanied by school staff, and the visitors/relatives must be accompanied by the resident students. Faculty and staff must wear identification when entering and exiting the dormitory.

3. Every semester, the Office of General Affairs inspects room equipment, firefighting equipment, power sources, boilers, drinking water, elevators, and escape facilities on each floor to maintain dormitory safety.

4. After residents move in each semester, they must participate in fire escape route briefings and drills conducted by the Office of Student Affairs' student safety personnel and dormitory leaders.

5. In case of accidental incidents in the dormitory, the Office of General Affairs, campus police, dormitory security managers, and the Office of Student Affairs will handle the necessary emergency responses."

6. To ensure electrical safety in the dormitory, high-power electrical appliances are prohibited in order to prevent power overload and potential outages.

## Chapter 2 General Living Standards

### Article 6 Accommodation Safety and Care:

1. From Monday to Thursday, every day between 22:30 and 23:30, leaders shall check on the residing status of the dormitory students.
2. If a student has not returned to the dormitory for three consecutive days without explaining the reason to the dormitory leaders, the student safety personnel of the Office of Student Affairs will notify the parents.

### Article 7 Dormitory Regulations and Violation Handling:

To maintain dormitory safety and order, dormitory regulations are established along with a point system for violations. During the accommodation period, any of the following behaviors inside the dormitory area, if verified, will result in points being assigned according to the severity of the offense. The relevant dormitory regulations and point standards are as follows:

1. The following behaviors will result in 20 points:
  - (1) Unauthorized placement of items or posting of posters in public spaces of the dormitory.
  - (2) Improper disposal of personal items, damaging environmental cleanliness.
  - (3) Posting promotional materials or graffiti.
  - (4) Drying clothes in public spaces other than designated areas.
  - (5) Excessive use of the dormitory phone for over 10 minutes, affecting others' usage time.
2. The following behaviors will result in 30 points:
  - (1) The use of electrical appliances in the dormitory is limited to the following: electric fans, desktop or laptop computers, computer speakers, printers, hair dryers, radios, electric shavers, desk lamps, battery chargers, small ionic hair straighteners (under 80W), liquid electric mosquito repellents, and dehumidifiers. All other appliances are strictly prohibited.
  - (2) Power outlets are limited to devices operating within 110V/15A. The use of electric heating or cooking appliances, or any device with a direct power consumption exceeding 500W, is strictly prohibited.
  - (3) Violation of the above rules will result in confiscation of the prohibited appliance and a deduction of 30 points for the first offense. The confiscated item will be returned at the end of the semester. For each subsequent violation, an additional 30 points will be deducted cumulatively (e.g., 60 points for the second offense, 90 points for the third, and so on).
  - (4) For appliances required due to special circumstances, relevant documentation must be submitted, and prior approval must be obtained before use.
3. The following behaviors will result in 50 points:
  - (1) Engaging in illegal activities using the dormitory network or violating the academic network usage norms.
  - (2) Engaging in behaviors that violate social decency.
  - (3) Obstructing safety doors with items, preventing them from closing properly, ignoring

warnings, or repeating offenses.

- (4) Cooking food inside the dormitory (excluding simple kitchens).
- (5) Unauthorized access to the dormitory rooftop.
- (6) Absence from earthquake disaster drills and safety lectures for residents without requesting leave.
- (7) Using communal washing machines to wash lab coats.
- (8) Creating noise or disturbing through other means, affecting public tranquility, ignoring warnings, or repeated offenses.
- (9) Intentional damage or removal of public property. In addition to points, the perpetrator must compensate for the damage or loss.
- (10) Drinking, gambling, smoking, etc., inside the dormitory.
- (11) Attempting to enter non-residential floors without valid reason, affecting dormitory safety.
- (12) Other behaviors and activities that affect dormitory safety.

4. The following behaviors, depending on their severity, will result in 80 points or forced withdrawal from the dormitory:

- (1) Bringing or storing illegal (prohibited) items or dangerous goods.
- (2) Burning items.
- (3) Staying in the dormitory during the summer vacation without applying for summer residence.
- (4) Other severe behaviors hindering public safety.
- (5) Transferring, swapping, occupying, or excluding others from a bed.
- (6) Intentional or negligent damage or removal of public property from the dormitory without compensation after 14 days.
- (7) Tampering with or damaging air conditioning circuits or billing systems, evading metered charges.
- (8) Keeping animals in the dormitory.

5. The following behaviors will result in 100 points and the student will be forced to withdraw from the dormitory:

- (1) Fighting with others in the dormitory.
- (2) Entering other residents' dormitories or opposite-gender accommodation areas without registration.
- (3) Bringing opposite-gender residents into the accommodation area without registration.
- (4) Bringing residents from other dormitories without registration.
- (5) Bringing non-residents into the dormitory without registration.
- (6) Lending the access card (student ID) to non-residents, allowing them to enter the dormitory.

6. For those accumulating over 50 points, parents will be notified in writing. For those accumulating over 60 points, their dormitory application and waiting list eligibility for the next academic year will be canceled. Those accumulating 100 points will be expelled

from the dormitory.

If the circumstances violate school regulations, they will be handled according to the Guidelines for Student Rewards and Punishments of the school.

Article 8 Definition of Illegal (Prohibited) Items or Dangerous Goods:

1. Firearms, ammunition, and knives as referred to in the Controlling Guns, Ammunition and Knives Act.
2. Drugs, narcotics, and related paraphernalia as referred to in the Narcotics Hazard Prevention Act.
3. The six major categories of public hazard items as specified in the Establishment Standard and Safety Control Regulation for Public Hazardous Substances and Flammable Pressurized Gases.

Article 9 Points Deduction Procedure:

1. Punished students may submit an application to the Office of Student Affairs within 10 days (excluding national holidays and weekends) from the day following the confirmation of their punishment points. The application process will be conducted as announced by the Office of Student Affairs. Points exceeding 50 are not eligible for removal.
2. The principles for point deduction are as follows:
  - (1) For every 20 points accumulated, 10 hours of community service and 1 hour of dormitory life counseling are required, with additional hours proportional to the points. Community service should be performed over multiple days, not exceeding 4 hours per day.
  - (2) Community service includes maintenance of the dormitory area environment or other appropriate tasks.
  - (3) Community service must be completed within 4 months of the designated work assignment. In exceptional circumstances where completion is not possible, approval by the Director of the Division of Student Assistance is required.
  - (4) Punished students, if they violate the same regulations within 30 days of the point deduction approval or cancellation of disciplinary action, will have their original punishment reinstated.

**Chapter 3 Dormitory Application and Allocation for the Academic Year**

Article 10 Eligibility and priority order for dormitory allocation:

Dormitory allocation is based on the applicants' registered preferences and the following order of eligibility based on applicant status. In cases where bed spaces are insufficient, allocation will be determined by a lottery:

1. Children of low-income and middle-low-income households registered with the government.
2. Students with disabilities or major illnesses certificates verified by the Office of Student Affairs.
3. Outstanding high school students, government-funded students from offshore education programs, and indigenous government-funded students from local education programs

as approved by the Office of Academic Affairs.

4. Overseas Chinese students on government scholarships or financially disadvantaged overseas Chinese students, as verified by the Office of Student Affairs.
5. Individuals affected by natural disasters, accidents, or other special circumstances, are approved for accommodation by the Office of Student Affairs.
6. Current members of the Dormitory Self-Governance Council and Assistants of the Academy of Life.
7. First-year students admitted through individual application, the "Star Plan" program, special talent selection, government-sponsored training programs, or other merit-based selection methods (including recommendation, examination, or review), and whose household registration is in a non-commutable area of Kaohsiung City.
8. First-year students and transfer students from non-commutable areas.
9. Overseas students.
10. Students above the second year whose household registration is in a non-commutable area of Kaohsiung City.

Students who do not fall into paragraphs 1 to 9 of the preceding item and are registered in the commutable areas around the campus may also apply, subject to bed availability.

The commutable areas of Kaohsiung City include Sinsing District, Cianjin District, Lingya District, Yancheng District, Gushan District, Cianjhen District, Sanmin District, Nanzih District, Zuoying District, and Fongshan District. Areas outside of these administrative districts are considered non-commutable areas of Kaohsiung City.

Students enrolled in in-service master's programs or post-bachelor degree students not falling into paragraphs 1 to 6 of the preceding item cannot participate in the lottery and are only eligible for waitlist replacement.

Article 11 Application Period for Accommodation:

1. Current students and transfer students must apply within the period announced by the Office of Student Affairs.
2. First-year undergraduates and new graduate students must apply within the period specified in the admission information handbook they receive. Applications submitted outside the specified period will not be accepted.

Article 12 Procedures for Bed Allocation and Waitlist Replacement:

1. Dormitory applications are made online. After compilation, a public lottery for bed allocation is held within 7 days of the application deadline, witnessed by student representatives, and the results are announced online. Once a bed is allocated, it cannot be changed without an application.
2. Those who win the lottery but fail to pay the fees or complete the move-in procedures are considered to have voluntarily forfeited their bed. No refund will be issued for any fees already paid. The vacated bed will be reassigned to the next eligible applicant on the waitlist.
3. Within 10 days after the lottery for freshman dormitory bed allocation, the Office of

Student Affairs may open online registration for the waitlist, depending on bed availability. Replacement candidates will be determined based on the priority order stipulated in Article 10 and the order of waitlist registration. If beds are still available thereafter, they will be reallocated by drawing lots.

4. The Office of Student Affairs may reserve a certain number of beds for emergencies or temporary student accommodation.

Article 13 To promote a diverse and inclusive environment, the University has established gender-friendly dormitory for transgender students who meet the eligibility requirements for dormitory housing. Applicants may indicate their preference by selecting the gender-friendly dormitory option during the application process. Room assignments are not based solely on biological sex and will be arranged on a case-by-case basis. Single-room accommodation is not available.

A dedicated section on gender-friendly dormitory is available on the Office of Student Affairs website to clearly convey the University's commitment to gender inclusiveness and anti-discrimination. The University also proactively offers assistance to support the housing needs of transgender students.

Article 14 Payment and Move-in:

1. The principle for dormitory accommodation is for one academic year, with payment split between the fall and spring semesters (fall semester payment includes the winter vacation). The first semester accommodation period starts from the date of registration until the end of the winter vacation, and the second semester from the date of registration until the date of move-out is announced by the Division of Student Assistance.
2. Those who win the lottery must pay the dormitory fee along with that semester's tuition.
3. After completing the payment, lottery winners should report to the Council to collect their room keys and submit the dormitory regulations consent form to complete the move-in procedure.
4. For individuals who fall under the circumstances specified in Article 12, Paragraph 2, the University reserves the right to forcibly remove any belongings left in the dormitory. No objections shall be accepted.
5. Lottery winners and mid-semester replacements pay according to the announced fee standards.
6. Low-income household subsidy:
  - (1) Eligible applicants include officially registered students from low-income households (including undergraduates, continuing education undergraduates, master's, in-service master's, and doctoral students), excluding extension students, or those with extended study periods due to double major program, and students in various continuing education programs.
  - (2) Application timing: Within 30 days after the first day of classes.

- (3) Required documents: A current-year low-income household certificate issued by the township/city/district office.
- (4) Subsidy standard: As announced by the Division of Student Assistance of the Office of Student Affairs.

#### **Chapter 4 Summer Accommodation, Special Accommodation Application, and Emergency Placement Bed Procedures**

##### **Article 15 Summer Accommodation Procedure:**

###### **1. Application:**

Signed and approved by the Division of Student Assistance in accordance with the "Summer Stay Announcement", with fees as announced and no refunds or accommodation withdrawals after payment.

###### **2. Eligibility Criteria:**

Students with the following statuses in the current academic year are eligible to apply for summer vacation accommodation:

- (1) Overseas Chinese and international students who do not return to their places of residence.
- (2) Those with special circumstances and have been approved for stay through a special report.
- (3) Those who are still taking classes, conducting laboratory work, or internships at the school during the summer.
- (4) School Team members who need to practice during the summer.
- (5) Those renting off-campus places and unable to move in on the announced move-out date.
- (6) Approved summer camp staff members.

##### **Article 16 Procedure for Special Accommodation Applications:**

1. Application is submitted by the requesting unit, co-signed by the Division of Student Assistance, and approved by the Vice President for Student Affairs. Bed allocation is based on actual availability and is charged as per the announced fee standards.
2. The applying unit must arrange reception staff and prepare access control cards, with assistance from the Division of Student Assistance in setting up.
3. To change accommodation duration, relevant supporting documents must be submitted to the Division of Student Assistance 7 days before the move-in date for adjustment of accommodation dates and fees.

##### **Article 17 Emergency Placement Bed Procedure:**

1. Eligibility: Students who require emergency accommodation due to sudden illness or traffic accidents leading to impaired mobility.
2. Application Procedure: The applicant must fill out a temporary accommodation application form, which, upon approval, grants permission to move in. If proof documents or a proposal approved are not attached at the time of application, they must be submitted within the approved correction period. Failure to do so will result in vacating the bed.
3. Duration of Stay: The application period for emergency placement beds is based on 7-day intervals, with a maximum stay of 28 days per application. For extensions, a new application with supporting documents or relevant unit approved proposal must be submitted four working days before the end of the current stay. Extensions are granted only after approval.
4. Fee Structure: Charges are based on the announced fee standards.

## **Chapter 5 Bed Change Procedure**

Article 18 Conditions for Applying for Bed Change:

1. Mutual agreement between parties to exchange beds.
2. Students with disabilities require a bed exchange must provide relevant proof.
3. Other dormitory residents with special requirements or personal reasons can apply for bed exchange, subject to approval by the Office of Student Affairs.

Article 19 Bed Change Process:

1. Application is submitted to the Division of Student Assistance of the Office of Student Affairs. Bed change can only be done after approval, and for students with disabilities, it requires joint deliberation by the Student Counseling Center.
2. Bed change should be completed within 20 days after the application is approved.
3. Those who have completed the bed change procedure cannot apply again within the same academic year.

## **Chapter 6 Withdrawal from the Dormitory**

Article 20 Dormitory residents must check out under any of the following circumstances:

1. End of the academic year.
2. Leave of absence, withdrawal, school transfer, or graduation from the school.
3. Voluntary withdrawal from the dormitory.
4. Compulsory withdrawal from the dormitory.

Article 21 General Procedures for Withdrawal from the Dormitory:

1. For cases under Article 20, Clause 1, the following procedures should be followed:
  - (1) Return public property (including keys) to the Dormitory Self-Governance Council within the specified check-out time.
  - (2) Turn off water and electricity, clean up personal space, restore original condition, and after inspection by the Dormitory Self-Governance Council, return the keys and leave.
2. For cases under Article 20, Paragraphs 2 to 4, the following procedures should be followed:
  - (1) Residents must complete the check-out application through the online system. If the reason for withdrawal falls under Article 20, Paragraph 2, a refund may be requested. A photocopy of the payment receipt must also be submitted.
  - (2) Clean up personal space within a week of applying, restoring it to the original condition.
  - (3) Upon leaving, return public property (including keys) to the Council and turn off water and electricity. Only after inspection by the Council can they leave.
3. For any cases under Article 20, Paragraphs 1 to 4, failing to complete check-out procedures within the specified time will result in charges based on the announced fee standards, removal of belongings, notification to parents, and ineligibility to apply for a dormitory in the next academic year.
4. Compulsory check-out should be completed within 14 days (excluding national and public holidays). Overdue cases will result in the forced removal of belongings, and the school is not responsible for unclaimed items.
5. Damages or losses to public property in the room must be compensated at market value.

#### Article 22

##### Refund Regulations:

1. No refunds will be given during the semester except for leave of absence, withdrawal, school transfer, or special circumstances approved by the Office of Student Affairs.
2. Refunds for leave of absence, withdrawal, or school transfer will be processed as per the school's refund guidelines for leave of absence and withdrawals, including winter vacation accommodation fees if checked out in the fall semester.

#### **Chapter 7 Supplementary Provisions**

#### Article 23

The Regulation shall be implemented from the date of announcement after approval by the Student Affairs Meeting and shall follow the same procedure for amendments.