



# China Medical University

## University Housing Code of Conduct for Taichung Campus

\*This version was approved by Administrative Meeting on 10 May 2015  
and issued on 12 November 2015 by **Office of Student Affairs\***

- Article 1. This China Medical University Housing Code of Conduct for Taichung Campus is put in place for applying, arranging, checking in, and departing from university housing. The purpose for this guideline is to help build university housing residents' character and good group living behavior.
- Article 2. Organizational Structure:
- 1) The Military Education, Guidance and Counseling Section in the Office of Student Affairs are in charge of all university housing related managements, assessment and guidance.
  - 2) Office of General Affairs, with the coordination of Office of Student Affairs, is in charge of the maintenance and finances of university housing.
  - 3) University Housing is managed by the Military Education Instructor, housing advisors, and resident assistants. The management task includes the following:
    - a. University Housing Plans maintenance and execution.
    - b. Access, curfew and internal affairs management
    - c. Room assignment
    - d. University Housing safety and fire drills
    - e. Finance management and maintenance
    - f. Budget management
    - g. Activities coordination
    - h. Resident Assistants management
    - i. Crisis Management
    - j. Other task as assigned.
  - 4) University Housing Student Association has a separate set of guideline. For any question related to their organization structure please refer to their guideline.
- Article 3. Applying and Room Assigning
- 1) Qualification: Student will receive priority housing based on the following order.
    - a. Undergraduate student with low-income family, student with mid to low-income family, student with disabilities.
    - b. Financial Aided student, international students, overseas Chinese students, Mainland students, Taiwanese Indigenous Peoples, and student from surrounding islands.
    - c. Freshmen assigned to CMU under the university entrance exam results but are not residents of Taichung or Changhua.
    - d. Excellent dorm resident assistant
    - e. Freshmen assigned to CMU under the university entrance exam that are resident of Taichung and Changhua.
    - f. Student in their second year or later with special identity (including financial aided students, international students, oversea Chinese students, mainland

students, Taiwanese Indigenous Peoples, student from surrounding islands) and students who reside in Taichung or Changhua.

- g. Student who are interning clerking or has violated the university housing code of conduct are not eligible to apply.

2) Room Assignment

- a. Student who met Qualification a, b, c, and d get priority assignment for university housing.
- b. Student who met Qualification e and f will be assigned university housing based on availabilities.
- c. Student with disabilities and freshman will get priority assignment.
- d. Required Documents:
  - i. Guardian consents
  - ii. Deposit
  - iii. Activities Agreement
- e. Early check out from University Housing will only be accepted under extreme circumstances.

Article 4. Check-in & Check-out Policy:

1) Timeline

- a. First Semester: Student can start moving-in the weekend (Saturday & Sunday) right before registration start.
- b. Second Semester: Student can start moving-in the weekend right before school starts.
- c. Student need to finish their check-in process three days after school starts. All student needs to follow the checkout procedures by the end of the school year.
  - i. To find out application results for University Housing and the check-in process please refer to the website.
  - ii. All student must turn in University Housing Fee according to the university guideline
  - iii. Student who defers, withdraws, transfers and graduates from school must follow the checkout procedures.
  - iv. To check out, student must clean their room, turn in their swipe card, keys and checkout form before leaving school. Only after the University Housing adviser or resident assistant has checked the room condition the housing deposit will be returned to the student. All costs due to damages or loss will come out of the deposit.
  - v. If a student needs to check out after two-third into the semester, student will be charged University Housing fee for the whole semester.
  - vi. A separate guideline is set for University Housing use during winter and summer break.

Article 5. Absentees

- 1) All university housing resident must complete absent request before 11pm if they are not going to be in that night.
- 2) Student who needs to be absent for longer period of time due to internship or study abroad, must complete absent request prior to their departure.

Article 6. University Housing Rules:

- 1) Residents are prohibited from switching their beds or renting out their space. Mahjong, smoking, drinking, gambling and pets are prohibited in the University Housing building as well.
- 2) Residents must keep the environment clean. Please keep all trash and shoes away from the public area including the hallway.
- 3) Respect the opposite sex. Residents are prohibited to enter the opposite sex's floor or room unless with approval from the Resident Assistants.
- 4) Residents are not allowed to invite guest into the building unless approved by the Resident Assistant.
- 5) No prohibited or dangerous items are allowed in the building.
- 6) Resident roll call at 11pm Monday through Thursday. All resident must be present for the roll call.
- 7) No personal electronics or cookware allowed in the room
- 8) Please keep the noise down for other residents. No use of washer or drier between midnight and 7am.
- 9) Please keep your personal belongings safe. If a resident is caught stealing, he or she will be repelled from University Housing once the deed has been confirmed. Penalties for the deed of the convict will be discussed and executed following the Student Code of Conduct procedure.
- 10) All residents should help keep the shared items clean and safe. All damages will be charged accordingly.
- 11) Please do not take the shared items away from the share space. Also, please do not take other's food.
- 12) Any student violating Housing Rule maybe repelled from University Housing immediately.
- 13) All residents must commit to 2 hours of university housing service per semester. All residents are required to attend cultural activities, Head room resident meeting, town hall meeting, safety education and fire drill.

Article 7. Awards and Penalty

- 1) The following behavior will be awarded according to the university rules:
  - a. Works hard to execute all required chores
  - b. Shows excellence at doing housework
  - c. Follows all housing rules and shows excellent characteristic
  - d. Serves the community voluntarily
  - e. Shows good behavior that's awardable
  - f. Reports bad behaviors of others(with proper proof)
  - g. Helps keep the community safe
  - h. Supports the public good
  - i. Shows excellence at being a Resident Assistant
  - j. Reports a felony or crime
  - k. Wins an award for service competition
  - l. Solving a stealing case
- 2) The following behavior will be penalized according to the university rules:
  - a. Fail to complete assigned chore
  - b. Damage shared items or disturb other residents
  - c. Violate housing rules
  - d. Fail to follow recycling procedure
  - e. Fail to attend required activities and trainings
  - f. Fail to keep the space neat

- g. Cooking or using prohibited electronic items
- h. Fail to execute community service
- i. Move beds without permission
- j. Fail to execute all duties required as a Resident Assistant
- k. Having outsiders stay overnight or letting in opposite sex without asking.
- l. Break public properties
- m. Take others' items without asking
- n. Bully
- o. Smoke and make a mess
- p. Fail to pay
- q. Violate Housing Rules
- r. Fail to recycle or keeping the space neat
- s. Fail to attend required education meetings and other activities
- t. Play firework in the housing building
- u. Gamble
- v. Play off between others
- w. Steal other peoples item
- x. Seriously damage community items
- y. Keep dangerous items in the housing building
- z. Prevent university officials from executing public affairs
- aa. Use illegal drugs
- bb. Fail to change for the better after notified of housing rules
- cc. Invite outside residents to stay over or bring in opposite sex

Any action that is above the penalized behavior listed above and qualifies for suspension will be determined by the Student Affairs Meeting.

- Article 8. Other Policies:
- 1) University Housing Gate Opening Hours: 6am ~ 11pm
  - 2) University Housing Elevator Operating Hours: 7am ~ 11pm
  - 3) Hot Water Operating Hours: 5pm ~ 11pm
  - 4) Central Air Operating Hours: 11:30am ~ 1:30pm and 5pm ~ 7am
  - 5) Key card access: student must turn in deposit for the key card and follow all rules and procedures regarding key card use.
- Article 9. Student must maintain the cleanness of the space and follow the recycle process. Please refer any questions to the "Guideline for Cleanness Competition."
- Article 10. For the security of the residents in University Housing, fire drill and safety education will be held on the regular basis. Please refer to the separate guideline for more details.
- Article 11. Please refer to a separate guideline for phone use.
- Article 12. Please refer to a separate guideline for communal space use.
- Article 13. Please refer to a separate guideline for Internet use.
- Article 14. Please refer to a separate guideline for housing access.

Article 15. This guideline has been reviewed by the Student Affairs Committee, and the Administrative Committee and approved by the Chancellor of China Medical University. The same procedure will apply with any future changes made.