

Cheng Shiu International Dormitory Residence Management Guidelines

Approved by the President on March 5, 2026, for implementation during the 114-2 semester.

I. Purpose

These Management Guidelines have been established to provide international students with a good residential environment, to ensure the safety and comfort of dormitory life, and to promote cultural exchange and a harmonious coexistence.

II. Applicable Persons

These Management Guidelines apply to all students residing in the Cheng Shiu International Dormitory (hereafter referred to as “residents”), including overseas Chinese students and international students.

III. Application and Move-in Procedures

1. Application Eligibility:

(1) International students, overseas Chinese students, and exchange students who are formally registered at the University.

(2) International students, overseas Chinese students, and exchange students who are approved by the University to participate in international exchange activities.

2. Application Method:

(1) Complete the residence application form (Appendix 1) and submit the relevant supporting documents.

(2) After review and approval, the Dormitory Management Unit shall notify the applicant of their move-in status.

(3) Those approved for residence under the preceding Item (2) shall submit the resident list to the “Cheng Shiu International Dormitory – Office” two weeks in advance.

3. Move-in Procedures:

(1) Residents shall complete move-in procedures on the designated date and sign the residence consent form.

(2) Obtain the dormitory key and related items (e.g., bedding and cleaning supplies).

IV. Residence Regulations:

1. Residence Period:

The residence period aligns with the semester's start and end dates. A separate application must be submitted if continued residence during winter or summer break is required.

2. Dormitory Fees:

Residents must pay dormitory fees on time. Those who fail to pay by the deadline shall have their residence eligibility canceled.

3. Room Use:

(1) Residents shall use dormitory facilities properly. Unauthorized room changes or bed changes are prohibited.

(2) Keeping any animals (pets), using open flames, or using high-power electrical equipment in the dormitory is strictly prohibited.

4. Use of Common Areas:

(1) Common areas (e.g., corridors, stairwells, lounges, prayer rooms, bathrooms) must be kept clean and restored to their original condition after use.

(2) Loud noises or other activities that disturb others in common areas are prohibited.

(3) Activities in common areas that violate public order or social morality are prohibited.

(4) Violations of the above regulations shall result in a warning notice issued by the Office of International Affairs instructor or Dormitory Management teacher. Warning notices are accumulated across semesters. Upon accumulation of three warning notices, one demerit will be recorded; those who accumulate three demerits or receive one major demerit shall be ordered to move out of the dormitory.

5. Visitor Regulations:

(1) Visitors must register with the "Cheng Shiu International Dormitory – Office" and leave the dormitory before 10:00 p.m.

- (2) Visitors may only be received in common areas, including stairwells, lounges, and prayer rooms.
- (3) Overnight stays by non-residents or bringing visitors into dormitory residential areas are prohibited.
- (4) Violations of the above regulations shall result in a warning notice issued by the Office of International Affairs instructor or Dormitory Management teacher. Warning notices are accumulated across semesters. Upon accumulation of three warning notices, one demerit shall be recorded; those who accumulate three demerits or receive one major demerit shall be ordered to move out of the dormitory.

6. Safety Regulations:

The following safety regulations shall be observed. Violators are to be disciplined in accordance with University regulations and will receive a demerit warning notice from the Office of International Affairs instructor or the Dormitory Management teacher. Warning notices are counted per semester. An accumulation of 10 points will cancel the dormitory fee waiver scholarship; an accumulation of 15 points will result in loss of dormitory residency rights or rejection of future dormitory applications (Appendix 3).

- (1) Failure to maintain quiet in the dormitory room. After 12:00 a.m., the main room light must be turned off (desk lamps only permitted). Computers and audio equipment must use headphones to avoid disturbing roommates' rest and daily routine.**
- (2) Operating or parking cars or motorcycles on campus without University approval.**
- (3) Failure to report for the 10:00 p.m. nightly roll call and failure to complete leave procedures according to the Regulations.**
- (4) Failure to keep the dormitory room neat and clean; placing clutter or garbage at the entrance of the room.**
- (5) Conducting any form of religious or political promotional activity in the dormitory.**
- (6) Failure to use the communal refrigerator according to the relevant Regulations.**
- (7) Improper disposal of garbage into the food waste bin.**

(8) Discriminatory behavior through language, text, images, or similar acts showing disrespect toward roommates from different cultural backgrounds.

(9) Hanging laundry outside designated drying areas.

(10) Residents failing to comply with dormitory curfew regulations (e.g., leaving after nightly roll call).

(11) Chewing betel nut.

(12) Keeping pets in the dormitory room.

(13) Opening floor access-control doors without reason or causing the access-control system to become ineffective.

(14) Opening the rooftop emergency exit door without reason.

(15) Bringing dangerous items (e.g., flammable materials, weapons) into the dormitory.

(16) Intentional damage to public property or facilities.

(17) Bringing non-residents or suspicious prohibited items into the dormitory.

(18) Washing pots or tableware in the bathroom laundry sink or disposing of food waste into the laundry sink.

(19) Failure to clean the assigned environmental area according to regulations on three accumulated occasions.

(20) Violating the comprehensive no-smoking policy (including electronic cigarettes) within the Cheng Shiu campus and dormitory areas.

(21) Gambling activities using gambling tools (e.g., playing mahjong, poker).

(22) Violating the dormitory rule that male and female residents must stay on separate floors and members of the opposite sex are strictly prohibited from entering each other's floors.

(23) Entering another resident's dormitory room without permission.

(24) Moving out of the dormitory without completing the withdrawal procedure; relevant fees will be collected.

(25) Cooking food in the dormitory room.

(26) Drinking alcohol (including alcoholic beverages) in the dormitory room.

(27) Unauthorized opening of others' private mail or property; entering others' account passwords; bypassing computer protection measures; exploiting system vulnerabilities to access another person's computer or related equipment, including computer data.

(28) Fighting in the dormitory, using drugs, storing dangerous items (e.g., knives) or flammable materials, setting off firecrackers, burning objects, engaging in illegal activities, or disturbing dormitory safety and order.

7. Cultural Respect:

(1) Residents shall respect roommates from different cultural backgrounds and avoid discriminatory or conflict behavior.

(2) Any form of religious or political promotional activity in the dormitory is prohibited.

V. Dormitory Withdrawal Procedures:

1. Withdrawal Application:

(1) Residents who must withdraw early shall apply two weeks in advance (Appendix 2) and complete withdrawal procedures.

(2) Those applying for withdrawal due to living off-campus must provide a copy of their off-campus lease agreement.

2. Room Inspection:

Upon withdrawal, the Dormitory Manager shall inspect the room facilities. Compensation must be paid for any damage incurred.

3. Item Return:

Residents must return their dormitory keys and any borrowed items when withdrawing.

VI. Leave Regulations:

1. General leave: Refers to leave taken without leaving Taiwan for four days (inclusive) or fewer. Residents must apply for leave at the "Cheng Shiu International Dormitory – Office." Male students complete the blue leave card (Appendix 4). Female students complete the pink leave card (Appendix 5).

2. Special leave: Refers to returning to the home country or leave within Taiwan for five days (inclusive) or more. Application must be submitted one week in advance at the “Cheng Shiu International Dormitory – Office,” with a copy of the airline ticket attached. A leave form (Appendix 6) must be completed and approved by the President. Applicants must also complete a leave card when submitting the leave form for effective management.

VII. Environmental Cleaning:

1. Dormitory environment cleaning shall be conducted Mondays and Thursdays from 20:00 to 21:00 hours. Public area assignments are detailed as follows:

(1) Students residing in second-floor rooms are responsible for cleaning the second-floor corridor, south and north staircases between Floors 1 and 2, bathrooms, and toilets.

(2) Students residing in third-floor rooms are responsible for cleaning the third-floor corridor, south and north staircases between Floors 2–3, bathrooms, and toilets.

(3) Students residing in fourth-floor rooms are responsible for cleaning the fourth-floor corridor, south and north staircases between Floors 3–4, bathrooms, and toilets.

2. Each of the second, third, and fourth floors shall assign duty students weekly. Daily, from 12:00–12:30 and 22:00–22:30, they will conduct inspections and cleaning of public dormitory areas (corridors, stairs, bathrooms, toilets). The Office of International Affairs shall conduct follow-up inspection.

VIII. Violation Handling

1. Minor violations: Violations such as the failure to pay on time or failure to maintain cleanliness will result in a written warning.

2. Serious violations: Includes violations such as damaging facilities, allowing outsiders to stay overnight, bringing dangerous items, or violating safety regulations. In addition to a referral to judicial authorities in accordance with relevant laws, offenders shall be severely punished in accordance with University regulations and ordered to move out of the dormitory.

3. Demerit point violations: Students violating Section IV, Residence Regulations, Item 6, Safety Regulations, shall receive demerit warning notices issued by the Office of International Affairs instructor or Dormitory Management teacher. Warning notices are counted per semester. An accumulation of 10 points cancels the

dormitory fee waiver scholarship; an accumulation of 15 points results in the loss of dormitory residence rights or the rejection of future dormitory applications (Appendix 3).

4. Accumulated demerits: Residents who accumulate three demerits or receive one major demerit shall be ordered to move out of the dormitory.

1. These Guidelines shall be implemented by the Dormitory Management Committee after approval; the same procedure applies to any amendments.

2. Matters not specified by these Guidelines shall be handled in accordance with the relevant University regulations.