



# **National Dong Hwa University Student Dormitory**

## **Freshman Handbook**

### **Emergency telephone number**

#### **【 Dorm manager's Line 】**

Jie Yun : (03)863-2460 or 0910-471855

Shiang Ching : (03)863-5370 or 0972-179942

Yang Shan : (03)863-3190 or 0972-324536

Shing Yun : (03)863-5047 or 0937-165767

Han Shing I : (03)863-3760 or 0972-324536

Chin Yue : (03)863-5048 or 0972-183461

Han Shing II : (03)863-4270 or 0972-179942

Ying Shi : (03)863-5049 or 0972-104546

#### **【 Campus 24h emergency telephone number 】**

Dormitory Manager Line: (03)863-2995 or 0937-295995

Campus Security Line: (03)863-2119 or 0921-975597

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## Dormitory Information

Dear students,

Welcome to the dormitory. Please read this guide through to become familiar with the basic information about the dormitory to make your stay in the dormitory as smooth as possible.

### 1. What should you do when you get in the room at the beginning?

- a. Before students settle into designated dormitory room, it is expected of students to complete “Dormitory Property Inventory Form” and hand it over to the dorm manager.
- b. Please make yourself familiar with the fire escape and fire extinguishers in your building.
- c. For anything concerning student safety and rights, please read the Dormitory Evacuation Map, Dormitory Life Convention and Dormitory Regulation which are attached on the door, any further information will be timely updated on the school website.

### 2. Who runs the dormitories and what are their responsibilities?

- a. The Dormitory manager: The staff who are mainly responsible for the daily management of each dormitory building. They can assist students with problems of any kind in the dormitory.
- b. The Student Dormitory Committee: The students who are responsible for the daily management of each dormitory building. For more information, search for them on Facebook at :  
<https://www.facebook.com/NDHUstudentdorm/>
- c. Servicemen: The staff who are responsible for the maintenance and repair of the dormitory facilities.
- d. Cleaning personnel: The staff who are who are responsible for cleaning work inside the dormitories.

### 3. How to report a defect in your room?

While living in the dormitory, if anything missing or broken, please notify the dormitory manager or go on line to report such case: <http://sys.ndhu.edu.tw/GA/GaApply/Login.aspx>

### 4. How to change your room?

On the first week of a new school year, or on the 1<sup>st</sup> of every month each student may file an application for dormitory transfer (only one application per academic year), the needs of students can go to the Office of Student life group.

### 5. Reminder notes of refrigerator

The Student Dormitory Committee will clean up the refrigerator. According to the regulations of the Dormitory, residents should stick notes to identify their own food or it will be removed.

### 6. Reminder for washing and drying

- a. In order to observe the tranquility of dormitory, the service of laundry time is 8:00am-23:00pm.
- b. In order to protect yours and other students' rights, please arrive 5-10 minutes to wait for washing or drying to prevent other people from taking away your clothes.

## 7. Reminder for the garbage disposal

To maintain the cleanliness of the dormitory, please separate your garbage and adhere to garbage truck times in order to properly dispose your garbage.

## 8. Reminder for the dormitory checking inspection

Inspecting the cleanliness of each room after dormitory closing is an effective way to encourage students to keep their room clean and keep the whole dormitory a nice living environment.

## 9. Student Dormitory Address

National Dong Hwa University,

No. 1, Sec. 2, Da Hsueh Rd. Shoufeng, Hualien 97401, Taiwan, R.O.C.

Student Dormitory ○○

## 10. Shuttle Bus Timetable

Shuttle Bus Timetable (Taroko 301)					
Monday to Friday			Saturday and Sunday		
Pick up Location	NDHU University (Library)	Hualien Train Station	Pick up Location	NDHU University (Library)	Hualien Train Station
Time	06:30	07:20	Time	06:30	07:20
	07:20	08:20			
	08:20	09:30		08:20	09:30
	09:30	10:30			
	10:30	11:30		10:30	11:30
	11:30	12:30		11:30	12:30
	12:30	13:30		12:30	13:30
	13:30	14:30			
	14:30	15:30		14:30	15:30
	15:30	16:30			
	16:30	17:30		16:30	17:30
	17:30	18:30		17:30	18:30
	18:30	19:30		18:30	19:30
	19:30	20:30			
21:30	22:30	21:30	22:30		

Note: Please check the latest information regularly.

(<http://www.ndhu.edu.tw/files/13-1000-92697.php?Lang=zh-tw>).

## Notice for Garbage Disposal

1. Garbage is divided into three categories: 1) **Trash**; 2) **Recyclable wastes**; 3) **Food wastes**.
  2. **Trash and Food wastes** should be **packed with transparent plastic bags** and collected by campus garbage trucks.
  3. **Recyclable wastes** can be **disposed into the indoor recycling bins** or collected by the campus recycling truck.
  4. In order to improve the recycling and reduce the wastes, followings are the items of recyclable wastes:
    - 1) **Paper**: Mixed paper, Printed reports, Newspapers, Magazines, Cardboard boxes.
    - 2) **Metal, Glass, and Plastics**: Tin cans, Aluminum cans, Glass containers, Coated paper containers (including Tetra Pak, Take-out food containers, and disposable tableware), Plastics (plastic bags are excluded), 3C Products (Computer, communication, and consumer electronics), Electrical appliances, Light bulbs, and Lamps.
    - 3) **Used batteries**: Used batteries can be collected in Convenience stores or disposed into the indoor battery recycling bins.
- \*Attention: Straws and Plastic bags are not included in the recyclable items.**
5. For the convenience of disposing recyclable wastes, please **pack recyclable wastes into two bags** (one is for **Paper** and the other **Metal, Glass, and Plastics**.) and throw them to the recycling truck.
  6. **As to the large amounts of Styrofoam from equipment packaging, please contact the retailers for recycling.**

## Garbage Collecting Timetable

	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.
Dormitory VII	12:40-13:00	12:40-13:00 17:50-18:10	12:40-13:00	12:40-13:00 17:50-18:10	12:40-13:00	12:40-13:00 17:50-18:10
Dormitory VI	13:00-13:20	13:00-13:20 18:10-18:30	13:00-13:20	13:00-13:20 18:10-18:30	13:00-13:20	13:00-13:20 18:10-18:30
Dormitory V	13:20-13:40	13:20-13:40 18:30-18:50	13:20-13:40	13:20-13:40 18:30-18:50	13:20-13:40	13:20-13:40 18:30-18:50
Gym	13:40-13:45	13:40-13:45	13:40-13:45	13:40-13:45	13:40-13:45	13:40-13:45
Swimming Pool	13:45-13:50	13:45-13:50	13:45-13:50	13:45-13:50	13:45-13:50	13:45-13:50
Dormitory IV	13:50-14:10	13:50-14:10 19:00-19:20	13:50-14:10	13:50-14:10 19:00-19:20	13:50-14:10	13:50-14:10 19:00-19:20
Dormitory II, III	14:10-14:30	14:10-14:30 19:20-19:40	14:10-14:30	14:10-14:30 19:20-19:40	14:10-14:30	14:10-14:30 19:20-19:40
Dormitory I	14:30-14:50	14:30-14:50 19:40-20:00	14:30-14:50	14:30-14:50 19:40-20:00	14:30-14:50	14:30-14:50 19:40-20:00

\*The recycling truck collects on Mondays, Wednesdays, and Fridays.

## **National Dong Hwa University Dormitory Regulations**

1. The following is The NDHU Student Living Services Division policy on dorm registration, arrangement, and regulation.
2. Fresh man, sophomore, international students, exchange students, and students with disabilities are prioritized to receive the room, while the other students before next semester will be arranged accordingly to drawing lots system due to limitations of room availability.
3. Dorm room allocation for applicants must practically follow drawing lots system. When applicants have completed the proper procedure and have allocated the room, except for quitting school, graduation, or other crucial reasons, applicants will not be granted for leaving dorm.
4. After your dormitory registration has been approved by The Student Living Services Division, students are required to pay dormitory fees and deposits within the specified period. However if a student would like to withdraw their dormitory accommodations their deposit will be carried out based on dorm deposit regulations. Applications also have to be approved by the Head of Department, Dean and Professor Advisor for students who wish to reside in the dorms during the winter and summer vacations.
5. When an occupant graduates, resigns or decides to discontinue using the dormitory living services, they must comply with the dormitory termination process; which involves returning all dormitory properties and damage and loss of dormitory equipment shall be liable for compensation.
6. Students who have intentions of residing in the dorms must specify that they are willing to comply with management rules and regulations. Those rules listed below are forbidden for all dormitory occupants and if there is any form of infringement, The Student Affairs Office may, depending on the circumstances of the case, deduct the accommodation deposit, cancel the eligibility for accommodation, and send the school regulations (community service, admonition, etc.) and immediately order to move out:
  - a. Allowing outsiders or persons of the opposite gender to live or enter back and forth without permission.
  - b. Committing thievery, wagering, alcohol or drug intoxication, or any kind of perturbing action which affects other occupants.
  - c. The occupants allowing their selves to be substituted by another person and illegally permit that person to live inside.
  - d. The use of personal gas stoves, microwave ovens or any other high electrical consumptive equipment in the dormitory area.
  - e. Installing unauthorized electrical equipment in the dormitory area.
  - f. Storage of dangerous or contraband in the dormitory area.

- g. Cooking in non-designated areas.
  - h. Drying clothes in non-designated areas.
  - i. Unauthorized move or exchange of dorm equipment.
  - j. Keeping pets.
  - k. Conducting business action.
  - l. Unauthorized use of the broadcast system.
  - m. Unauthorized installation of unauthorized sites in the hostel area to download unauthorized files, or intrusion into other computers (electronic equipment).
  - n. Violation of the provisions of the Residential Lodging Convention stipulated by the Student Dormitory Committee.
  - o. Conducting perturbing behavior which affects public safety and health.
  - p. Students who do not participate in school dormitories drill for earthquake prevention, fire prevention and disaster prevention will not participate in the exercises.
  - q. Committing acts that do not comply with gender equality.
7. Visitors, especially from the opposite gender, must notify the dormitory manager or school administrator first before entering dormitory. This also applies to facilities repairman before fixing dorm equipment.
  8. For students' safety and well-being, the university has been regularly conducting dormitory inspection. In case there is violation or unqualified behavior, the university will assign resolution concerning to the action.
  9. The violators must do some community service as a compensation within a specified time. If the offenders have not finished or neglected the assignment over a specified time, the sanction will be charged as an administrative sanction. Warning of that kind of neglectful behavior will be counted as: first warning: after 4 hours, second warning 8 hours, third violation after: 16 hours, fourth violation: after 40 hours.
  10. These overall regulations have been verified by the school committee, and approved by the university's chancellor.

## **National Dong Hwa University Undergraduate Dormitory Terms**

In order to maintain a certain level of residents' standard of living, a set of guidelines below have been generated to ensure such. If a serious offence has been committed twice, this will result in eviction of the resident, and cause forfeiture of the next semester's dormitory application.

### **【Entry Access Control Regulations】 :**

1. Visiting Hours : Monday to Friday: 5:00pm-9:00pm | Weekends and Holidays: 1:00pm-9:00pm.
2. Visitors are only allowed to enter social room i.e. the Lobby/ Lounge. Without permission granted by dorm supervisors and with logical reason, visitors are prohibited from entering dormitory rooms. Students in violation will be reported to school and punished; moreover, students who are on the spot should also accept the responsibilities and adhere to the punishments that follow.
3. Entry Access Control shall be given to each student dormitory from 9:00pm. Students who do not belong to the dormitory are not allowed to stay in the dormitory; students in violation will be reported to the school and punished. In addition, very serious offenses will lead to the violators' parents being informed and he/she shall have their accommodation cancelled. (E.g. accommodating the opposite sex for the night is not allowed.)
4. Moving in and out the dormitory and transfer the bed spaces without National Dong Hwa University's permission are not allowed. Students in violation shall be ordered to move out of the dormitory immediately and will not be eligible for reapplication for accommodation.

### **【Dormitory Environmental Protection and Sanitation Guidelines】 :**

5. In order to maintain the environment and promote self-regulation in the dormitories, students are not allowed to pass in and out by climbing over the balconies on the first floor's dormitories.
6. In order to maintain the tranquility in dormitory areas, the opening time of public areas (e.g. laundry rooms and lobbies, study rooms, etc.) is from 8:00am-10:30pm every day. During the non-operating hours, the power supply to the aforementioned areas will be turned off. To save energy, students should turn off the lights, fans, heater and air conditioner when leaving.
7. In order to maintain the safety and environmental peacefulness in dormitories, students are restricted from carrying their personal transportation (e.g. bicycle) into the dormitories.
8. In order to maintain the tranquility in dormitories and prevent infectious diseases, keeping pets (e.g. cats, dogs, birds, etc.) inside the dormitories is not allowed.
9. According to TOBACCO HAZARDS PREVENTION ACT, smoking in the dormitories or any outdoor non-smoking areas of the dormitory zone is not allowed. Students in violation shall be punished.
10. To keep tranquility in dormitory zones, running, jumping, making loud noises, and playing around are prohibited. After 10:00pm, to prevent the disturbance of other people, when going inside or outside the



dorm and the room, to speak with people or to use stereo equipment, please keep the volume down and speak softly. According to the regulations, students being reported and found in violation will be punished.

11. Gambling, drinking alcohol, playing mahjong, roasting activities, campfire parties and any other similar inappropriate behaviors are not allowed. Students in violation will be punished heavily. Moreover, failure to comply and the committal of serious offenses (such as fighting and stealing) or repetitive offenses shall be ordered to move out from the dormitory immediately as punishment and not to be re-applied for the accommodation.
12. To maintain the quality of accommodation, students responsible for dormitory affairs shall be entitled to inspect the public places in dormitories and enter the dormitory rooms when students are in rooms at night. Students in found in noncompliance will be in violation of the regulations and therefore punished.

**【The Managements of Public Properties 】:**

13. The corridors of dormitory shall be clear; stacking up garages and sundries at corridors are not allowed. Personal shoes should be placed in shoes cabinets or rooms. In addition, pasting, nailing, and suspending propagandas on the walls and the doors in dormitories without permission are not allowed. If students damage walls because of the above reasons, students shall be ordered to have punishments for destroying public properties.
14. Students shall treasure all public properties in dormitories. Using public property improperly, bringing them out of the dormitories without permission, and intentionally damaging them is not allowed. Students in violation shall be punished, and will be ordered to move out of the dormitory and thus ineligible for reapplication for accommodation.
15. Installation of electrical appliances of high electrical consumption and danger, such as electric pots, electric ovens, gas stoves, spirit lamps and etc. in dormitories and rooms is not allowed. Students in violation of the rule will be ordered to have the punishment forfeited temporarily until the end of the semester. Besides, if students violate the rule and caused accidents unfortunately, students shall be responsible for legal responsibility and civil compensation by selves. If you wish to use any electric pots, electric oven etc. you will have to apply first to do so.
16. Students in violation of the all above dormitory regulations be ordered to have punishments.
17. If there is any broken public property, please make a report and apply for repairs as soon as possible. The students who damage or lose public properties and found guilty will be responsible to pay compensation and be punished by the school Regulations of National Dong Hwa University.
18. Student Living Services Division will have safety inspections commissions with dorm managers,

supervisors and the students who are in charge dormitory affairs. During the inspections, all behaviors in violation of the dormitory regulations which inspected and found guilty shall be ordered to have punishments by the school regulations of NDHU.

**【Dormitory Closing】:**

19. Students in violation of leaving dormitory before closing will be punished.
20. Students may not request to enter the dormitory after closing (except for taking a break from studying, drop out, or a transfer of school.)

**Addendum :**

- ◎The students who fail to observe this regulation shall be assigned to school cleaning for 4 to 8 hours. Repeat offenders, those found with bad attitudes or acts of cheating to avoid punishments shall be granted more severe punishments. Warning, do not follow those setting a bad example, as failure to observe serious offenses of regulations will be sentenced to school cleaning for 40 hours or eviction from school dormitory.
- ◎Students should always be graceful, so please keep environment clean and treasure public properties. In addition, please turn off the light in order to save energy when not needed.
- ◎Please check the windows and doors to make sure they are locked, and turn water and electricity off before leaving from the room or getting to sleep. In case of thievery, please keep personal properties safe (for example: cash) and take good care of yourselves. Please inform dorm supervisors or managers ASAP, if there is something or someone strange.
- ◎Students have to register in advance 3 days for applying lobbies to hold a meeting or organize an activity. NDHU does not accept the registration on the same day. Finally, students should return the lobby's properties to their original location after use.
- ◎Dorm manager's Line: Jie Yun 2460, Yang Shan 3190, Han Shing I 3760, Han Shing II 4270, Shiang Ching 5370, Shing Yun 5047, Chin Yue 5048, Ying Shi 5049.
- ◎Campus 24h emergency telephone number: Dorm Manager's Line: 2995 or 0937-295-995, Campus security's Line 2119 or 0921-975-597

Student Living Services Division and Dormitory Service Committee