

Student Dormitory Code of Conduct at Meiho University

I- Purpose:

To ensure the safety of student accommodations and implement self-management of student dormitories, we have established this Student Dormitory Code of Conduct.

II- Dormitory Safety:

- 1) To maintain accommodation safety, residents are not allowed to bring non-residents (including residents from other buildings) into the dormitory. Violators will be subject to disciplinary action according to university regulations, and repeated offenses will result in compulsory eviction. In the event of a serious safety incident, immediate eviction will be enforced, and the case will be handled according to university regulations, with legal liabilities pursued as necessary. Those involved will not be permitted to reapply for accommodation in the future.
- 2) Residents are not allowed to have individuals of the opposite biological sex to the dormitory to ensure accommodation for safety reasons. Those who violate this rule will be evicted immediately and will not be permitted to reapply for accommodation in the future.
- 3) Behaviors such as theft, gambling, drug use, possession of dangerous items, involvement in sexual harassment (including bullying), or any actions that endanger dormitory safety will lead to immediate eviction. The case will be handled according to university regulations, with legal liabilities pursued as necessary. Those involved will not be permitted to reapply for accommodation in the future.
- 4) Smoking (including e-cigarettes), drinking alcohol, chewing betel nuts, or engaging in behaviors that damage the quality of living in the dormitory are strictly prohibited. Violators will be subject to disciplinary action according to university regulations, and repeated offenses will result in compulsory eviction from the dormitory.
- 5) To ensure accommodation safety, residents must use their personal access cards to enter and exit the dormitory. Lending or assisting others to enter is prohibited. Violators will be subject to disciplinary action according to university regulations, and repeated offenses will result in compulsory eviction. Residents will not be permitted to reapply for accommodation for the rest of the semester.

III- Dormitory Management

- 1) Procedure for requesting leave for staying out or returning late (holidays

are defined as Friday, Saturday, Sunday, and the night before national holidays).

- 1.1 Residents must submit their application to the dormitory management office by 9:30 p.m. on the same day.
 - 1.2 For students in the first to third year of a five-year vocational program, who are underage and for safety reasons, leave requests must be made by their parents via phone. If it is discovered that someone is impersonating a parent or providing false information, the student will be penalized with three instances of service duty, and their homeroom teacher and parents will be notified.
 - 1.3 For students in the fourth and fifth years of five-year vocational program and university program, roll call is not mandatory. However, for dormitory management and safety reasons, those who need to return late must still register with the dormitory management office. Failure to register will result in three instances of service duty. Additionally, if fourth and fifth-year students choose to stay in the same dormitory as first to third-year students, they must comply with the roll call policy. Non-compliance will result in three instances of service duty and, according to dormitory allocation, mandatory relocation to the university program floors.
 - 1.4 To maintain dormitory management and safety, entry and exit control will be applied to all residents starting at 10:00 p.m. (excluding emergencies). From 10:00 p.m., residents are allowed to enter but not exit. From midnight, entry and exit are forbidden. Violators will be penalized with three instances of service duty to maintain dormitory safety.
 - 1.5 Considering that some students may need to work part-time, once they have secured employment, they must present a parental consent form and submit request to the dormitory. The dormitory counselor will prepare a roster for verification by the dormitory (main gate) security. Working students must return to the dormitory by 1:00 AM at the latest. Violators will be penalized with three instances of service duty. Those who do not submit a request will be subject to the previously mentioned regulations.
- 2) For students who do not request leave for staying out or returning late, and who exceed the designated time, they will be penalized with three instances of service duty. For first to third-year students in the five-year vocational program who request leave to return late without valid reasons

(unless verified by a phone call from their parents), they will be assigned one instance of service duty.

- 3) For first to third- year students in the five-year vocational program, the dormitory curfew is 10:00 p.m. They must return to their rooms before curfew and comply with the late roll call. They should not leave their rooms without permission. Violators will be penalized with three instances of service duty, and repeated offenses will result in compulsory eviction from the dormitory.
- 4) From 9:00 PM to 9:30 PM on Wednesdays is designated as dormitory cleaning time (for Zhi He Hsuan Hall, it is every Thursday at 9:00 p.m.). Each room is required to participate in the cleaning and sanitation. After completion, it is essential to report to the dormitory staff. Failure to clean the common areas of each room will result in a penalty of three instances of service duty.
- 5) In accordance with government waste management policies and to ensure that all residents help maintain the cleanliness of the dormitory environment, each student must sort their waste into four categories: general waste, paper, metal/ aluminum, and plastic. The relevant guidelines are as follows:
 - 5.1 Residents of the hall Zhi Mei Hsuan are required to sort and package their waste daily (recyclable items must be rinsed and cleaned, free from residue or grease). After the waste is inspected and approved by a randomly assigned dormitory staff member, it can be placed in the recycling area and on the recycling carts. If the waste is found to be non-compliant during inspections by public vehicles from locations such as Neipu Township Office, the fines will be borne by the residents. If the waste is approved, residents must handle it themselves.
 - 5.2 For residents in the hall Zhi He Hsuan, garbage will be collected uniformly every Monday and Thursday from 8:00 p.m. to 8:50 p.m. After the garbage is inspected and approved by a dormitory staff member (recyclable items must be rinsed and cleaned, free from residue or grease), it can be managed according to category using the designated outdoor recycling carts: one cart for general waste and the other for recyclable materials. If non-compliance is detected by public vehicles from institutions such as Neipu Township Office, the fines will be borne by the residents. If the garbage passes inspection, residents must handle it themselves.
 - 5.3 If an individual exhibits poor habits, such as leaving garbage in the

hallway, failing to properly sort waste, or not placing garbage and recyclables in the designated areas and carts within the specified time, resulting in a messy and unsanitary dormitory environment, they will be penalized with three public service infractions if verified through reports. Additionally, if the issue persists despite repeated warnings, the individual will be forced to vacate the dormitory and will not be allowed to apply for accommodation in the future.

6) The dormitory prohibits keeping animals or plants that could pose a risk, cause panic, or affect dormitory hygiene, such as cats, dogs, rabbits, mice, cockroaches, snakes, etc. Violators will be penalized with three public service infractions, and repeated offenders will be forcibly removed from the dormitory.

7) Residents should keep noise levels down during dormitory activities. Loud talking, laughter, and annoying noises that affect the quality of dormitory living are strictly prohibited. Violators will be penalized with three public service infractions if verified through reports. Repeated offenders who do not improve despite warnings will be forcibly removed from the dormitory.

8) If residents do not have their keys and access cards, they should register for a temporary loan at the management office. For Zhi He Hsuan Hall, please handle this at the management office after 5:00 p.m. on the same day. When entering or exiting the dormitory main gate, please ensure the door is closed properly. Do not dismantle or alter the dormitory room locks without permission. Violators will be penalized with three public service infractions.

9) If you lose your key, access card, or parking permit, please go to the dormitory management office to apply for replacements and pay the reissue fee based on the vendor's quotation.

10) Individuals who provide inaccurate or incomplete information on the basic information card will be penalized with three public service infractions and must submit the correct information.

11) Residents are prohibited from placing or posting personal items, decorations, or notices on dormitory facilities (except for floor leader room signs and warnings) and in public areas. Violators will be penalized with three public service infractions. Those who repeatedly ignore warnings will be dealt with according to school regulations.

12) Except for hairdryers, do not use two hairdryers simultaneously to prevent power outages. High-energy electrical appliances are not allowed in the dormitory. Violators will be penalized with three public service infractions to prevent potential electrical fires.

13) Vehicles that are not properly parked-such as not using the motorcycle

stands, without displaying a parking permit, or not parking within designated spaces—will incur a penalty of three public service infractions and will be dealt with according to the Mei ho University dormitory vehicle management regulations.

14) The washing machine room is available from 7:30 a.m. to 11:30 p.m. Please remove your laundry from the washing machine room before 11:30 p.m. Those who fail to do so will be penalized with one public service infraction. Additionally, please use the washing machine correctly to avoid severe shaking, which could cause damage or malfunction. Violators will incur three public service infractions and be responsible for repair costs.

15) Residents who sleep, chat, or eat in other dormitory rooms, thereby affecting the rights of others and disturbing the peace of the dormitory, will be penalized with three public service infractions. Repeated offenders who do not improve despite warnings will be forcibly removed from the dormitory and will not be allowed to apply for accommodation for the rest of the semester.

16) Cooking is strictly prohibited in dormitory rooms. Violators will be penalized with three public service tasks. If you need to bring cooking appliances, please register them with the dormitory staff in advance. When cooking, register at the dormitory management office and use the facilities in the recreation room or common area (only electric hot pots are allowed; gas stoves are not permitted.)

17) After signing this agreement, it should be placed in the file holder on your dormitory room door. Failure to properly place it or if it is lost will result in three public service tasks and the agreement must be replaced within three days.

18) When using the dormitory refrigerator, please attach a label on the outer packaging of food or beverages with your “room number, name, and date.” If the date on the label exceeds one week, the item will be considered as kitchen waste and discarded. Residents are required to regularly check their own food items.

19) Please take care of public items and equipment in the dormitory. Deliberate damage will require full compensation for repair or replacement costs.

20) Dormitory electricity fees are paid by the users. The electricity fee (per kilowatt-hour) is calculated based on the rates announced by Taiwan Power Company and is settled once at midterm and once at the end of the term. Those who fail to pay within the specified period will be penalized with three public service duties. If the electricity meter is damaged and the electricity fee cannot be accurately calculated, the fee will be charged at 60% of the average electricity fee for that floor.

21) Students receiving accommodation fee reductions must complete 20 hours of service each semester. Failure to complete the required hours within the deadline will result in a bill for the full accommodation fee. Unpaid bills will be pursued according to relevant regulations.

22) Except in emergency situations, entry to the rooftop terrace is strictly prohibited. Violators will be dealt with according to school regulations based on the severity of the offense.

23) The malicious and unauthorized dissemination of inappropriate information, including images, text, etc., that harms others' rights will be addressed according to school regulations if verified as true.

24) If it is found that during the completion of required hours or compensatory work, a student returns to their dormitory or is not focused on their work, the hours for that session will not be counted.

25) Any other matters not covered will be supplemented and dealt with separately, with penalties determined based on the severity of the situation.

26) This dormitory agreement shall be implemented after being approved by the Dormitory Self-Government Committee and ratified by the Student Affairs Meeting. The same procedure applies to any amendments.

I have thoroughly read the above regulations and agree to abide by this agreement.

Dormitory Room: _____ Class: _____ Signature: _____

Parent or Guardian Signature: _____”