

Soochow University Student Dormitory Counselling and Management Manual

Temporary Student General Meeting passed, November 7th 1988
Student General Meeting amended, May 29th 1999
Student General Meeting amended, April 23rd, 2003
Student General Meeting amended, May 11th 2011
Student General Meeting amended, November 16th 2011
Student General Meeting amended, November 29th, 2013
Student General Meeting amended, November 19th, 2014

1. In order to assist boarding students to achieve life education, self-discipline's goal, increase work harmony with others, increase the quality of livelihood of the dormitory, ensure the safety of the dormitory, improve surrounding dormitory's environment, this Management Manual is created.
2. The Student Housing's counselling and its management will be planned and supervised altogether by the Student General Services and the Student Housing Centre, and to execute the following:
 - (1) Boarding Student's life counselling and maintain dormitory's in order and other related business.
 - (2) Understand boarding student life needs, reinforce the communication and interaction, mediate suggestions and recommendation, and improve dormitory surrounding environments.
 - (3) Formulate dormitory's safety protection plan and handle management for emergency or sudden incident.
 - (4) Maintain and store dormitory public property, and also assist with communication for facility repair and refill or other related business.
 - (5) Supervising will be arranged by the General Services about to assign a contractor to carry out cleaning business.
 - (6) Counselling the dormitory students 勵進會 will carry out self-management activities
3. Each dormitory should form an individual self-management group separately as life 勵進會, to "carry out student dormitories' self-management functions, maintain a common dormitory order to reflect the views of boarding students, promote the common welfare of the student dormitory" for the purpose. The stamp of the Life 勵進會 at the student dormitories will be formulated by the Dormitory Manual Meeting revised.
4. The fees for the student dormitory per semester is set by the Department of the Ministry of Education in accordance with the standards. Accommodation fees during the summer vacation will be charged 1/2 of the total amount per semester, and the winter accommodation fees will be charged 1/5 per semester. If there is no longer than 1/4 days of the stay during application for dormitory during the winter/summer vacation, the costs will be calculated on the actual days of the stay. Per day per cost will be set by the General Service.
5. If student dormitory's costs are to be adjusted, the Student Housing Centre should be informed. The Student Housing Centre will hold a public meeting to collect boarding students' suggestions, and then will purpose some actual suggestions and will be sent to the budgeting team for reference.
6. Boarding students should pay the costs within required timeframe; otherwise, the bed will be cancelled. For moving in during the middle of the semester, article 8 of the Chapter Three Payment, Enrol, Selection of the Soochow University dormitory costs will apply.
7. The application for the discontinuance of the stay by boarding students will become effective upon approval given by the Student Housing Centre. Full refund will be made if application for discontinuance is submitted within 5 days after the dormitory opens for moving in (moving in during the middle of the semester the day will commence on approval date); no refund will be available if it is made within 6 days after the dormitory opens for moving in (moving in during the middle of the semester the day will commence on approval date), unless the student is suspended or is a dropout of the school. Above mentioned application for discontinuance bonds will be refunded in full after personal

bedroom the public property checklist has been completed and environmental cleaning has passed inspection.

8. During the period when existing dormitories cannot accommodate enough students, the new undergraduate students, excluding advanced undergraduate class, the household registered outside of Taipei city, new students and transferred students during the semester from the Taipei County, students with disabilities, low-income families, medium- low income families or children of low income families, children of medium-low income families, suffering from chronic disease causing the body disabilities or with mobility problems, family that has sudden change and need financial assistance, the new and recently stepped down members of life 勵進會 in the new year, the new administrative assistant, and other special cases in the new year that has been verified or reviewed by those who pass through the performance evaluation, have the priority in the allocation of the student dormitory.
For those people referred to in the preceding paragraph, if they are in violation of the provisions of the dormitory and ordered to discontinue with the stay, their priority of allocation of student dormitory and the right is to be cancelled for one school year.
9. After the allocation of bed to new student, transferred students, and other people with priority, if there are beds remaining, they will be open for other students to apply.
10. Students should understand the dormitory's requirements before moving in; they have obligation and responsibilities to comply with the requirements during living in the dormitory. The Student Housing Centre should publish the Dormitory Manual on the Student Housing website about the relevant information before confirming of student's moving in. Students then will need to sign and agree to the terms and requirements. Otherwise no bed will be allocated.
11. Boarding students have the shared responsibilities to maintain the public property in the dormitory and environmental resources, and pay the bond together with the accommodation fees when moving in. In case of public property damages, it should be paid in full amount of the original price. Before moving out after the full term of staying in the dormitory, the student needs to complete personal public property checklist and environmental cleaning. After passing the inspection, full deposit will be returned.
12. The deposit is \$1000 per person per school year. Original boarding students applying for stay during the winter/summer vacation will not need to pay for extra deposit. During the winter vacation, camping teams apply for temporary stay in the dormitory; each student team will be treated as one unit. Each unit will pay \$1000 bond; Internal administrative departments or external groups, every terms will pay \$3000 bond.
13. The deposit will be kept in the school's Accounting Unit, and the incurred interests will be used in life 勵進會 activities as fund. The allocation of interest and its usage will be determined by the Student Housing Centre.
14. The dormitory's internet is to use telecommunication system. Its associated internet usage costs will decided by the Student Housing Centre subject to the number of students from each room. The boarding students should pay the internet costs in accordance with the requirements. Any remaining amount of balance, the allocation of that amount and its usage will be determined by the Student Housing Centre via inviting each life 勵進會's representatives.
15. After the boarding students have moved in, the students need to complete the distributed form of personal public property checklist and its used condition within the required timeframe. It will be treated as proof for the return of the deposit at the end of the contract when moving out or when there is damage to the public property.
16. In order to carry out the concept of environment protection by rubbish reduction and recycling, all the dormitories are to implement waste/rubbish classifications and recycling.
17. The dormitory's environment, other than the areas where the external contractors will be cleaned up periodically by the school's General Services Unit, boarding students should work together to keep the environment clean. The boarding students are responsible for cleaning personal room and its window and door, public property and the floor. Outside the period, when the external contractors are not working, the life 勵進會 will allocate public areas and the cleaning task to the boarding students by working together.
18. For safety computerised swipe cards at the entrance gate with 24 hour surveillance camera for monitoring.

19. For reinforcement of safety in the students' dormitories each dormitory will implement limited time access at nights, and the associated requirements such as time limited access or its way to carry out will be determined / amended by the Student Housing Centre by holding a meeting with each dormitory representative.
20. To ensure dormitory's public safety, it cannot add items by own will or items, which require large loaded power or dangerous electronic items, and gas cook and so on, that are forbidden by the General Services Unit.
21. For dormitory's safety and hygiene and other inspections the Student Housing Centre should liaise with General Services Unit and other relevant unit to carry out the inspections. Boarding students should cooperate.
22. For the protection of the boarding students' privacy, without the student's consent, the counsellor and managerial staff cannot enter the room; however, if it comes with carrying out their responsibilities or public safety in the dormitory, they need to have Student Housing Centre's manager's agreement, and liaise with life 勵進會's managerial staff, boarding student or security guard to enter into the student's room; in case of emergency they enter into student's room without consent a report after the event should be provided to the leader if Student's Affair.
23. If people outside of the school want to enter into student dormitory, they will need to notify the Student Housing Centre and be accompanied by the dormitory counsellor or part-time students. They will also need to complete registry form. The gender opposite to the dormitory will need to wear contractors' vest then to enter into the dormitory or the room to carry out repair work, construction or relevant business.
24. During the winter/summer vacation, it will depend on the number of application, student dormitory will open its female and male dormitory building on rotate basis and the dormitory building will be empty in order to accommodate approved applicants to stay in the dormitory during the vacation. Bed allocations will open in specified floors in the opened dormitory for safety reasons.
25. Boarding students, before the dormitory closing in summer vacation, should take their personal belongings back and empty their rooms in order for the repair / building maintenance to be carried out; if it is not convenient for existing students to take back heavy items when for their stay in the dormitory for the next semester, they should put the items in package and label them to store in specified location. The school is not responsible for keeping the items.
26. In order to coordinate with groups' camping activities operation during the summer vacation, the dormitory only provides bed, desk, power and water and its existing hardware equipment, other than that it will be the users' own responsibility to prepare needed items and responsible for their personal belongings to be kept in safe.
27. In order to keep student's dormitory safe and in order, all the boarding students should comply with the following terms:
 - (1) Obligation to attend commencement of semester meeting.
 - (2) Cannot transfer the right to stay in the dormitory to someone else.
 - (3) Without approval people from outside of the dormitory cannot stay in the dormitory.
 - (4) Cannot introduce salesman privately to enter into dormitory to conduct selling.
 - (5) Cannot carry dangerous or forbidden items such as knives, guns into the dormitory.
 - (6) Any behaviour or activity associated with fighting, gambling, playing mahjong, drinking or drug is not allowed.
 - (7) Any activities or behaviour that may disrupt other people's life, study, sleeping and the peace of the dormitory are not allowed.
 Any existing boarding students breach of the requirement will cancel their stay in the dormitory.
28. Other than its requirements/terms, any requirements in relation to dormitory counselling and managerial business, the Student Housing Centre should hold a "Student Housing Manual amendment" meeting with the dormitories' representatives before the end of first semester to discuss the amendments. The terms will become effective when being signed off by the school relevant administrative units and reported to the Leader of the Student's Affair. The Student Housing Centre will determine the structure of relevant procedure of the dormitory manual amendment meeting.
29. When the requirements pass the student general business meeting, they will report to the

Leader of the Student's Affairs to have the approval. It will be published and carried out thereafter. Same approach will apply should amendment occur.