

文藻外語大學 教職員宿舍管理辦法

Regulations on Dormitory Management for Faculty and Staff

95年3月28日第四次行政會議通過

民國102年8月25日校長核定配合學校改名大學修訂法規名稱
Approved at the Executive Committee on March 28, 2006

Revision of the title of the regulations by the President on August 25, 2013 as the college was changed
into a university

Article I

1. All faculty and staff members of the university are eligible to apply to live in the dormitory. The Office of General Affairs will allocate the rooms annually according to the official administrative needs of the applicants, their physical conditions and the distances between the university and the applicants' residences.
2. Each faculty or staff member with a room in the dormitory can stay for two consecutive years. After two years, the individual should wait at least two years for re-application to ensure effective use of the dormitory.

Article II Applications:

1. Residents who already have rooms in the dormitory are given priority, but applications must be submitted before June 30th of each calendar year.
2. Existing faculty or staff members who would like to apply should submit their applications before June 30th of each calendar year.
3. New faculty or staff members who would like to apply should submit their applications before August 15th of each calendar year.
4. In principle, all dormitory rooms are single rooms. No co-habitation is allowed.
5. The residential periods are counted by the academic year.
6. Three rooms will be reserved by the university for each academic year.

Article III. Information about rooms that become vacant during the semester will be announced on the university website for new applications.

Article IV. Residents have the responsibility of keeping public property, utility facilities, hygiene facilities and safety facilities in good conditions. Residents will be held liable to compensate for any damage caused to public property, pay for repair or replacement according to the regulations on property management.

Article V. Residents are responsible for safekeeping of their own properties.

Article VI. Please save water and electricity efficiently and turn off the faucet and light when not needed. Care must be taken so that the volume of TV or radio does not disturb others.

Article VII. To maintain public safety, apart from desk lamps, electric fans, hair dryers, televisions, radios and personal computers, no other electronic devices are allowed in the rooms.

Article VIII. All ironing and cooking must be done in designated areas to ensure public safety.

Article IX. No smoking is allowed in the rooms.

Article X. Without prior approval, visitors are not allowed to stay overnight and keys should not be given to others for using the rooms.

Article XI. Residents who are found in violation of the Article VII-X more than three times will be asked to leave the dormitory and not allowed to reapply.

Article XII. Public areas and garbage outside the rooms will be cleaned by janitors of the university. Residents are responsible to keep the rooms clean. Garbage should be sorted and disposed in designated areas.

Article XIII. The Office of General Affairs will maintain the dormitory regularly. During typhoon season doors and windows will be secured.

Article XIV. Accepted applicants will be accompanied by staff from the Office of General Affairs to inspect all properties and facilities in rooms; keys will be given after completing the procedures and they can then move into the dormitory. Same procedures for applicants wish to leave the dormitory.

Article XV. Residents are prohibited to duplicate the keys. If keys are lost, please apply for new keys at the Office of General Affairs and the additional costs should be paid by the residents.

Article XVI. The dormitory is neighboring the students' dormitory. Residents should play good models for students in terms of behavior and clothing.

Article XVII. The residence fees will be decided by the Executive Committee and deducted from the salary on the 25th day of each month.

It is counted monthly and will not be returned if residents apply to leave or move out of the dormitory in the middle of the month.

Article XVIII. Residents who decide to leave the dormitory during the semester or do not wish to stay in the winter and summer holidays should notify the Office of General Affairs at least 15 days before leaving and complete all required procedures.

The residence fees will continue to be deducted from the monthly salary if residents fail to complete the required procedures.

Article XIX. Residents should elect 1 to 2 commissioners to be the contact persons for affairs related to maintenance and repair of the dormitory.

Article XX. The Regulations become effective after approval by the Executive Committee and ratification by the President. Amendments must follow the same procedure.