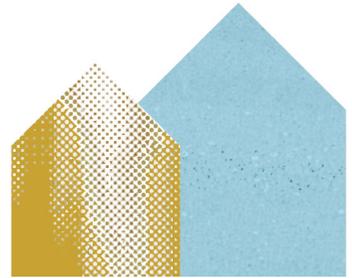




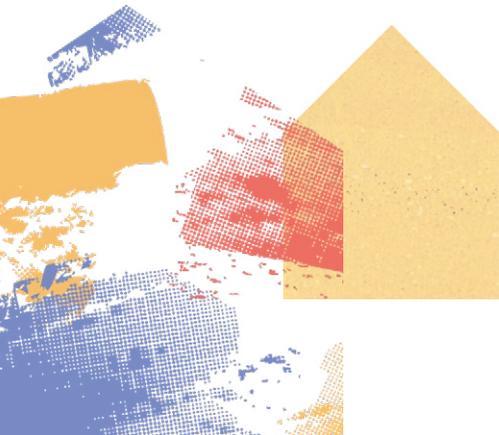
**NATIONAL CHENGCHI
UNIVERSITY**

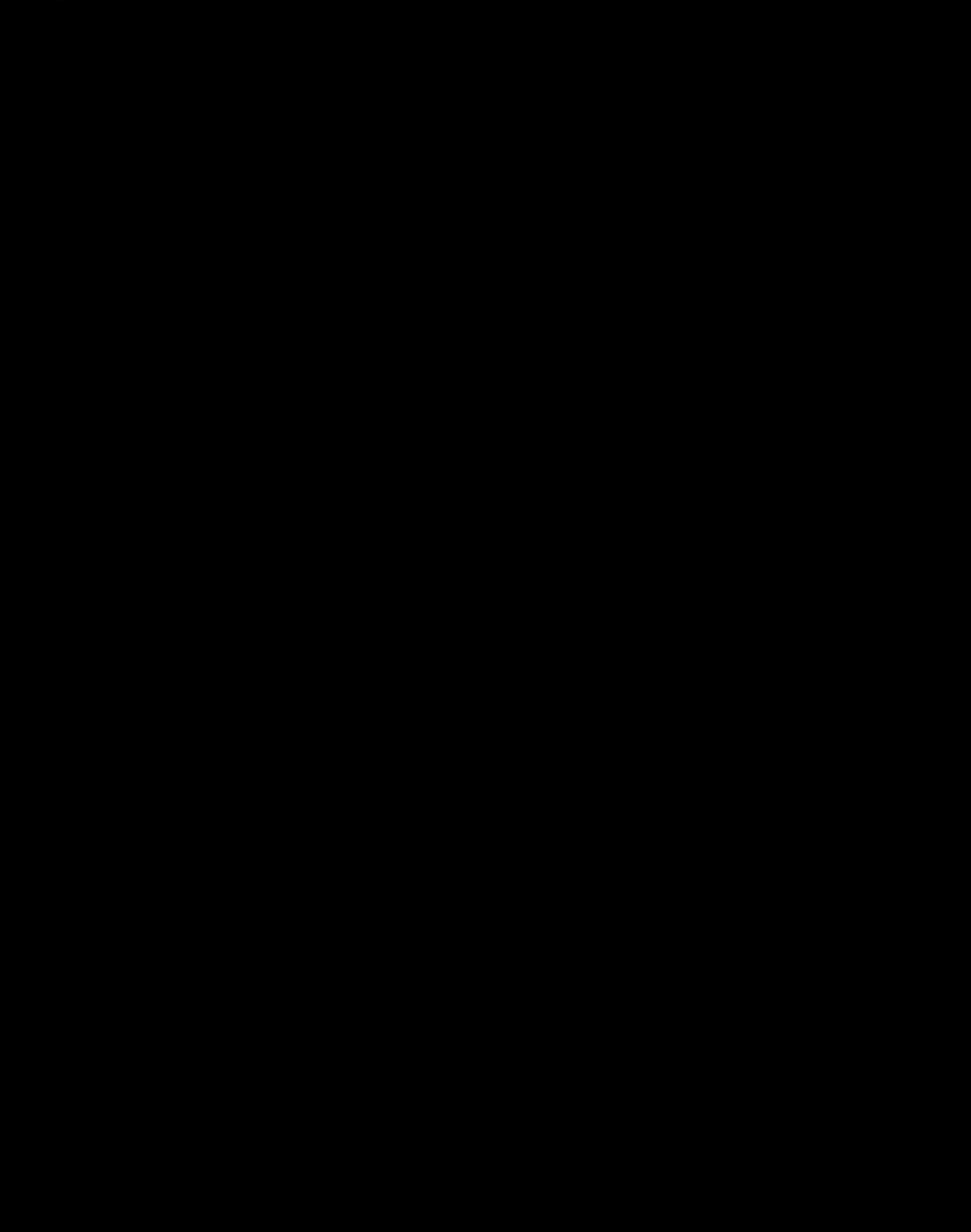
THE HANDBOOK FOR DORMITORY RESIDENT'S STUDENTS



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Dormitory Information

Department		Phone Number	Campus Extension	Working Hours	Location	Services Offered
Emergency Incidents	Zhinan Police Station	2938-2712		24hr	No. 177, Sec. 2, Zhinan Rd.	Handling emergency situations
	Security Guard	2938-7129	66110		School Main Entrance	
			67129		Administration Building, 3rd Floor	
	Student Safety Service Section	0919-099-119	66119			
	Dormitory Night Duty Staff	0910-631-831				
Dormitory Services and Counseling Staff	Jhuang-Jing Dorm 1	When dialing from an outside line, add 823 before the extension number.	72146	Please refer to the announcements posted in each dormitory area.	Jhuang-Jing Dorm 1,1F	<ol style="list-style-type: none"> 1. Providing guidance on dormitory life, handling and responding to student feedback. 2. Handling emergency situations and assisting in reporting and managing various dormitory affairs. 3. Lending of keys, tools, and cleaning supplies. 4. Monitoring and control of individuals entering and exiting the dormitory area. 5. Distribution of mail and collection of packages. 6. Communicating regulations, inspecting violations, and managing disciplinary actions. 7. Supervising dormitory security personnel, janitors, and outsourced cleaning staff in the execution of their duties.
	Jhuang-Jing Dorm 2-3					
	Jhuang-Jing Dorm 9		74328		Jhuang-Jing Dorm 9,1F	
	Ziqiang Dorm 1-3		73243		Ziqiang Dorm 1,1F	
	Ziqiang Dorm 5-8		71201		Ziqiang Dorm 6,1F	
	Ziqiang Dorm 9		73512		Ziqiang Dorm 9,1F	
	Ziqiang Dorm 10		75000		Ziqiang Dorm 10,B1	
Facility Maintenance	Maintenance Repairing of Water and Electricity	University Main Line: 02-2939-3091	67145	Monday to Friday, 08:00-17:00		Water and Electricity Maintenance
	Computer Center		67343		Computer Center	Dormitory Internet Repair
Freshman Residential College	When dialing from an outside line, add 823 before the extension number.	75664	Monday to Friday, 08:00-17:00	Ziqiang Dorm 9,B1 Next to the Enjoy Food Court	Freshman Residential College Related Services	
Hillside Learning Lodge		75665	For more information, please check the NCCU Freshman Residential College Facebook page	Ziqiang Dorm 7-8,B1	Hillside Learning Lodge Related Services	

Dormitory Access Control Management

1. Purpose

To control access for non-resident students in designated dormitory areas, enhance security, and protect the rights of dormitory residents.

2. How students access card entry points:

After the Housing Services Office imports dormitory resident information or temporary card data into the access control system, students may enter and exit through card access points by scanning their student ID or temporary card.

3. Card access hours: 24 hours a day.

4. Related issues:

01. When using a student ID or temporary card to access your designated dormitory area, the access control system will record your entry and exit data.
02. Students who newly receive a student ID may immediately access their designated dormitory.
If using a temporary card, students must register the card with the Housing Services Office first before access is granted.
Additionally, access privileges will be revoked after checking out of the dormitory.
03. If a student ID is lost, a replacement must be requested from the Registration Division. The original ID will be deactivated. A temporary card can be used to access the designated dormitory area without further registration with the Housing Services Office.
04. To safeguard the rights of dormitory residents and prevent unauthorized access, residents must close doors securely and avoid being followed by other students or non-residents. Anyone found damaging access control facilities, failing to close doors, or permitting unauthorized individuals into the dormitory may be subject to disciplinary action depending on the severity of the offense.
05. Students without a student ID or who have not yet received one must apply for a temporary card from the appropriate authority, typically at the service desk in the dormitory.
06. Contact persons for housing services:
 - Freshmen: Extension 62222.
 - Undergraduate students: Extension 62228.
 - Graduate students (Master's & PhD): Extension 63251.

GUIDE TO APPLYING FOR DORM REPAIRS

1

inccu → NCCU Information System



Student → Accommodation
→ Dormitory Maintenance Repairing



2

國立政治大學請修系統 小字 大字

進行以下作業：

申請開始 — Apply

總務處公告：

1. 請修項目自即日起，不論是一般水電請修或是財產請修均由本系統處理，本系統會自動將請修單資料送至總務處相關單位處理。
2. 電話請修係依維護合約派請技術人員於每週一、四維修，其他時間仍受理請修單，但不派修，請將預約維修時間訂在星期一、四。謝謝！
3. 各教室內之財產設備維修請逕洽教務處課務組，分機62180或62185

※各項請修承辦人聯絡方式如下：

校舍修繕、水電、泥工、木工、鋁門窗、玻璃、鑄製品、冷氣空調、電話	63091、63088、62113、62115	營繕組
電腦、事務機具、家電、門禁系統、視聽器材、OA家具、飲水機	62805	財產組
消防、電梯、發電機、校園花草樹木、環境維護	62822、62824	環安組
網路故障諮詢	67343	電算中心網路組
請修程式若有疑問	63249	電算中心

Announcement

01. All maintenance and repair requests, whether for water, electricity, or property, must be submitted online through this system. Once your request is confirmed, the repair process begins. The system automatically sends your request to the relevant department in the General Affairs Office for processing.
02. For the maintenance of equipment in each classroom, please reach out to the Instruction Resources Section.
(Ext. 62180 / 62185)

※各項請修承辦人聯絡方式如下：

校舍修繕、水電、泥工、木工、鋁門窗、玻璃、鐵製品、冷氣空調、電話	63091、63088、62113、62115	營繕組
電腦、事務機具、家電、門禁系統、視聽器材、OA家具、飲水機	62805	財產組
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網路故障諮詢	67343	電算中心網路組
請修程式若有疑問	63249	電算中心



If you have any questions regarding maintenance and repair requests for large machinery, please contact the specific personnel responsible for each category.

Category & Contact Informations of the Personnel in charge:

Construction Maintenance Section (Ext. 63091, 63088, 62113, 62115)

Building Maintenance & Repair, Water and Electricity Supply, Plastering and Carpentry Work, Aluminum Doors and Windows, Glass, Iron Products, Air Conditioning, Telephone Systems

Property Management Section (Ext. 62805)

Computers, Office equipment, Home Appliances, Access Control Systems, Audio-visual equipment, Water Dispensers

Environmental Protection & Occupational Safety & Health Section (Ext. 62822, 62824)

Hydrant, Elevators, Generators, Plants & Trees, Environmental Protection

Network & Development Section (Ext. 67343)

Campus Network Issues.

Computer Center (Ext. 63249)

Problems with intenance Repairing System

3

國立政治大學請修系統 小字 大字

進行以下作業：[使用說明](#)

新增 [回公告](#)

Add **Back**

搜尋：

系級 Department	<input type="text"/>
日期 Date	<input type="text" value="2024/01/01"/> ~ <input type="text" value="2024/10/13"/>

[搜尋](#)

Search

4

Please fill in your Phone Number & Agree/Disagree the staff of Dorm Service Center accompany the maintenance staff entering your room when there is no one in the room (for the Dormitory Maintenance Repairing).

[暫存](#) [確認送出](#) [回上一頁](#)

Save **Submit** **Back**

請修單號 Maintenance Repairing Number	<input type="text"/>
請修日期 Maintenance Repairing Date	<input type="text"/>
姓名 Name	<input type="text"/>
學號 Student ID	<input type="text"/>
系級 Department	<input type="text"/>
聯絡電話 Phone Number	<input type="text"/>
電子郵件 E-mail	<input type="text"/>
是否允許進入維修 Is it accessible and repairable (宿舍請修請填寫) Please fill in if it is Dormitory Maintenance Repairing	維修人員到場時，若寢室無人留守，將由宿舍管理輔導人員協助陪同進入維修，以加速修繕作業。 If there is no one in the room when the maintenance staff arrives, we will have the staff of Dorm Service Center accompany the maintenance staff entering the room to accelerate the maintenance repairing. <input type="radio"/> 同意 agree <input checked="" type="radio"/> 不同意 disagree

新增項目 **Add**

[暫存](#) [確認送出](#) [回上一頁](#)

5

Please select the classification, item, malfunction description (optional), location and amount.



If there is no appropriate location option, please check “There is no suitable location option provided above.” And then type in the location.

The screenshot shows a web form titled "選擇請修項目" (Select Repair Item). The form fields and their annotations are as follows:

- 請修分類 classification:** A dropdown menu with "請選擇" (Please select) as the placeholder. A red note above it says: "一張請修單只能填寫一項請修項目。 Each form is limited to one repair item."
- 請修項目 items:** Three dropdown menus for "類別一 (Class1)", "類別二 (Class2)", and "類別三 (Class3)", each with "請選擇" as the placeholder.
- 故障狀況說明 malfunction description:** A text input field.
- 請修地點 location:** Three dropdown menus for "大樓別" (Building), "樓層別" (Floor), and "空間名稱" (Space), each with "請選擇" as the placeholder. A red note above them says: "Building Floor Space".
- 數量 amount:** A text input field containing the number "1".
- Buttons:** "確定" (Confirm) and "取消" (Cancel) buttons at the bottom. The "確定" button is circled in red.
- Other annotations:** A red note on the right side of the form says: "There is no suitable location option provided above." Below this note, the words "Confirm" and "Cancel" are written in red.

Background elements include a sidebar with fields like "請修單號", "姓名", "學號", etc., and a bottom navigation bar with buttons like "新增項目", "暫存", "確認送出", and "回上一頁".

6

Click submit to complete the application.

請修單號 Maintenance Repairing Number						
請修日期 Application date Maintenance Repairing Date						
姓名 Name						
學號 Student ID						
系級 Department	<input type="text"/>					
聯絡電話 Phone Number	<input type="text"/>					
電子郵件 E-mail	<input type="text"/>					
是否允許進入維修 Is it accessible and repairable (宿舍請修請填寫) Please fill in if it is Dormitory Maintenance Repairing	<p>維修人員到場時，若寢室無人留守，將由宿舍管理輔導人員協助陪同進入維修，以加速修繕作業。</p> <p>If there is no one in the room when the maintenance staff arrives, we will have the staff of Dorm Service Center accompany the maintenance staff entering the room to accelerate the maintenance repairing.</p> <p><input type="radio"/> 同意 agree <input checked="" type="radio"/> 不同意 disagree</p>					
Item	Malfunction description	Amount		Completed		
項目名稱	故障狀況說明	請修地點 Location	數量	財產編號	請修金額	處理
						

Submit

7

Once the submission is complete, you can check the processing status of the maintenance work.

國立政治大學請修系統 小字 大字

進行以下作業：使用說明

搜尋：

系級 Department

日期 Date ~

Search



國立政治大學請修系統 小字 大字

·搜尋結果：

共1筆資料
您的搜尋條件為：請修日期範圍：2024/01/01 ~ 2024/10/13 請修單位 歐文德二 (5092B)

請修單號	申請日期	項目名稱	請修地點	故障狀況說明	單據狀態	承辦人	分機Ext.	處理

Research

Maintenance Repairing Number
Application date
Item
Location
Malfunction description
Person responsible
Processing status (處理中: processing)

How to apply for dormitory IP address?

1. Go to the NCCU Computer Center website to register your IP address: <https://reg.nccu.edu.tw/>

2. Select “Dormitory Student,” then enter your student ID and password.

3. Fill in the required information as prompted.

※ For the “Computer Name” field, you may choose any name starting with an English letter. Do not use Chinese characters or spaces.

※ To find your computer’s MAC address (network card number):

Windows Control Panel → Network and Sharing Center → Change Adapter Settings → Right-click on Ethernet → Status → Details → Physical Address is the MAC address.

Apple Apple menu → System Preferences → Network → Select: Built-in Ethernet → Ethernet ID is the MAC address.

4. Double-check your information for accuracy.

5. Make sure to record the following five items and enter them into your computer:

Registered IP, Netmask, Gateway, Primary DNS, Secondary DNS.

Once confirmed, click “Finish” to exit.”

6. The internet will be available from the next full hour.



Air Conditioner Usage Instructions

1. The air conditioning electricity fee is charged at a fixed rate of **NT\$3.5** per kilowatt-hour.
2. The electricity fee is prepaid via an IC card with a value of **NT\$500**. Cards can be purchased at the first-floor NCCU Co-op in Feng Yu Building or the Grocery Store in Enjoy Food Court.
3. If the air conditioning equipment malfunctions, please submit a repair request through the Dormitory Maintenance System.
4. Contact unit and phone number: Maintenance Section, ext. **62112**.
5. Notes on using the dormitory air conditioner IC card: When leaving the room or not using the air conditioner, please remove the IC card from the reader to avoid damage or incorrect deductions caused by sudden power outages or fluctuations.

Dormitory garbage truck location and arrival time

Location	Mon - Sat Arrival time (Noon)	Mon - Sun Arrival time (Night)
In Front of Jhuang-Jing Dorm 9	12:40-12:55	20:30-20:40
Between Jhuang-Jing Dorm 1 and the College of Commerce Building	12:40-12:55	20:30-20:40
Entrance of Ziqiang Dorms 1, 2, 3	13:30-13:35	21:05-21:15
Roadside near Ziqiang Dorms 7 and 8	13:38-13:48	21:18-21:28
Ziqiang Dorm 9 (In Front of Enjoy Food Court)	13:50-13:55	
Entrance of Ziqiang Dorm 10	13:56-14:10	21:30-21:40
Between Jhuang-Jing Dorm 1 and the College of Commerce Building	14:20-14:25	

The university follows a “No Ground Trash” policy for general waste collection. Trash is collected and removed daily by a professional environmental company in two shifts: one at noon and one in the evening (except Sundays, when trash is only collected in the evening.) All departments and dormitory residents are asked to bring their trash directly to the garbage truck at the designated time.

Common Rule Violations That Accrue Penalty Points



1. Lingering in other dormitory's areas during non-visiting hours.



2. Entertaining non-residents during non-visiting hours.



3. Storing items or trash in the dormitory's common areas.



4. Improper use of the refrigerator.



5. Stealing.

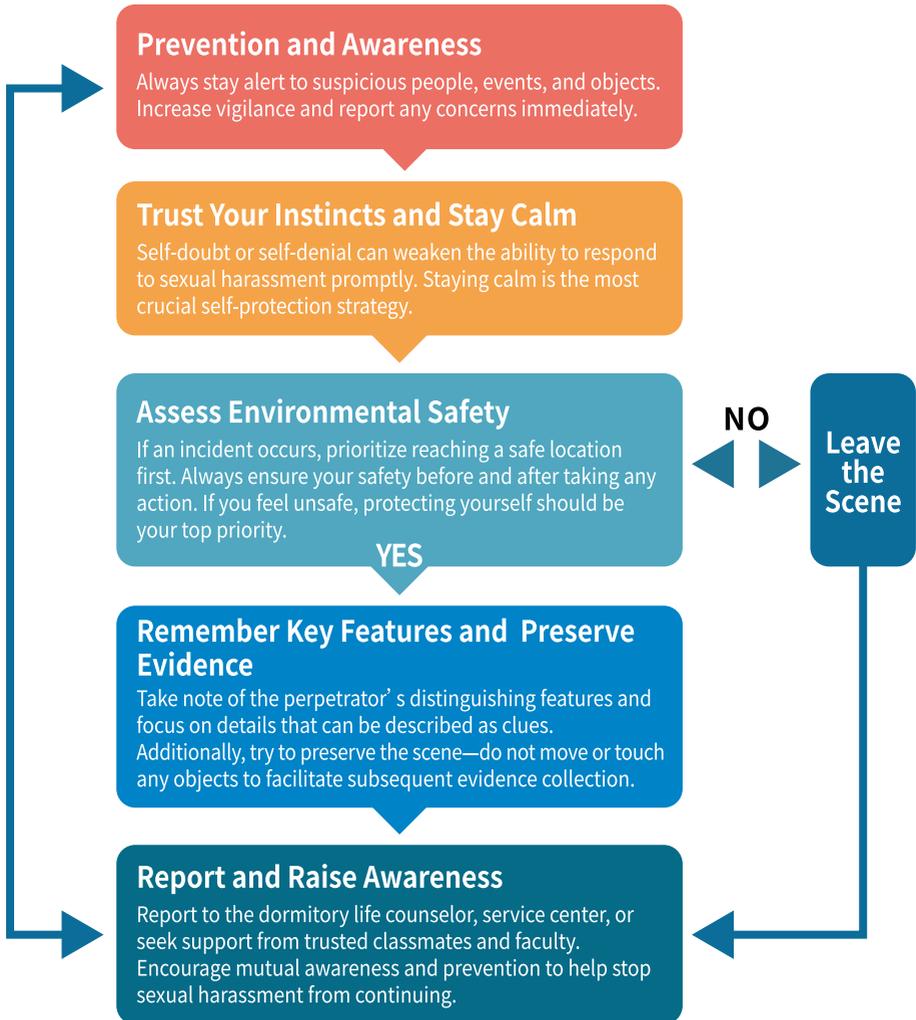


6. Binge drinking or fighting in the dormitory.



7. Perpetrating sexual harassment, sexual bullying.

Flowchart for handling Gender Equality Incidents



University Contact Information:

Gender Education Committee, Administration Building, 3rd Floor, Room 160312

Consultation and Complaint Hotline: (02) 2939-3091#67850

Website: <http://www.gender.nccu.edu.tw/>

Dormitory Regulations

Student Dormitory Counseling and Management Regulations of National Chengchi University

Passed and amended at the 81st student affairs meeting on March 12th, 2018

Passed and amended at the 82nd student affairs meeting on May 28th, 2018

Passed and amended at the 83rd student affairs meeting on October 8th, 2018

Passed and amended at the 104th student affairs meeting on May 27th, 2024

Article 1.

The regulations are formulated for the purpose of helping the university's student dormitory residents to achieve the goal of moral education and self-governing spirit. The regulation also aims to improve the living quality of the dormitories by ensuring the safety of the housing areas and promoting the educational function of the dormitories for the purpose of supporting the students' learning and development.

Article 2.

In addition to affairs governed by other regulations and guidelines, the management and counseling affairs of the student dormitories are based on these regulations.

Article 3.

The management and counseling affairs of the student dormitories are supervised and organized by the Student Housing Section of the Office of Student Affairs. This section is in charge of supervising dormitory management and assigning counseling personnel to allocate beds, manage and counsel student affairs. In order to implement the aforementioned matters, the Student Housing Section of the Office of Student Affairs has the authority to choose students to assist with dormitory management. Regulations regarding the aforementioned matters are formulated separately.

Article 4.

To manage the student dormitory effectively, encourage students to participate in public affairs and receive life education, it is necessary to set up the Student Dormitory Management Committee (hereinafter referred to as "the committee"). The committee is responsible for the preparation or consultation of matters related to student dormitory counseling and management.

The guidelines for the establishment of the committee are formulated separately.

Article 5.

In order to enhance the effect of counseling and education on dormitory life, elected resident representatives are obliged to attend meetings for the formulation of regulations related to dormitory management, dormitory life, punishments and rewards. The proportion of the student representatives should be no less than one third of the meeting attendees.

The university is responsible for tutoring the students to set up a student resident association elected by the students in order to improve their dormitory life, boost the learning outcomes and cultivate the self-governing ability.

Student residents are members of the association, and the student resident association is allowed to collect resident membership fees. The university should collect the fees upon the request of the association.

To protect the student residents' housing right, the university should establish an appeal system that receives appeals against the university's punishments, administrative injunctions, and other arrangements and decisions from the students and the student dormitory association.

The creation of the student dormitory award and penalty regulations and committee, as well as the student dormitory appeal and review regulations and committee, will be outlined separately.

The student dormitory appeal system should be listed in the student resident handbook as promotion.

Article 5.1

When accepting appeals concerning the fourth item, the university should uphold the principle of being objective, professional and unbiased. The complainant should be granted the opportunity to thoroughly express his or her opinions and respond to any questions asked. The university should inform the complainant the decision made in written form or any other appropriate methods and the relevant procedures for appealing the decision. The student dormitory appeal system should be included in the student resident handbook as promotion.

Article 6.

The following restrictions apply to student residence applications, but if there are extra beds, application will be open to:

- A. Students whose household registrations are in the following areas:
 1. New Taipei City: Chunghe district, Yonghe district, Sindian district, Banqiao district, Shengkeng district, Shiding district, Sangchong district, Luzhou district.
 2. All administrative districts of Taipei City.
- B. Delay graduation students of the undergraduate programs. However, this excludes those who are extending their double degree program for one year and those who have been abroad as exchange students for one year. Household registration is based on the household registration transcript, and must be registered in districts other than the first item of this article for more than two years before the application deadline. Residents receiving approval for the first time should submit a copy of their household registration at the specified time. Disqualified students will lose their residential rights.
- C. Master's students who have lived in the dormitory for four full semesters and PhD students who have lived in the dormitory for eight full semesters.

Article 7.

The following students are guaranteed with dormitory accommodation.:

1. Holders of a certificate of physical or mental impairment issued by the Ministry of Health and Welfare or a special education student identification certificate issued by the Ministry of Education.
2. Holders of a low-income card issued by the social administration of a city or county.
3. First-year and second-year foreign students or overseas Taiwanese students.
4. Undergraduate students living on offshore islands.
5. Students assisting student dormitory counseling or management affairs.
6. New Student Body President-elect and the new Graduate Student Association director-general-elect.
7. Students from low-income families or have encountered major incidents whose situations are reviewed and approved by the dormitory management committee.
8. Foreign students who are studying for a master's or PhD and have not yet reached the accommodation guarantee period.
9. Exchange students are guaranteed with accommodation according to the university's exchange agreement.
10. Aboriginal students with Taiwanese nationality.
11. Those students with accommodation need in response to the university's policies and have been approved by the dormitory management committee.
12. Students who are pregnant or have a Maternal Health Education Handbook.

Students meeting the qualifications of the aforementioned items 4, and 10 items are still governed by article 6; however, those with special situations should be reported to the President as a special case and are not subjected to this restriction once the President's consent is obtained.

Article 8.

To maintain the health and safety of student residents, those infected with notifiable diseases, or those who evince a tendency of harming themselves or attacking others during acute exacerbation of mental illness, or other severe illnesses (excluding the visually and hearing impaired or the physically challenged) that cannot be cured in a short time and requires quarantine or special treatment are not allowed to apply for accommodation. However, when in need, one can submit a diagnosis certificate from a public hospital as a special case to the President. Accommodation may be applied for once the President's approval is granted.

Article 9.

The principles for allocating beds in student dormitories are as follow:

1. Reserved beds are distributed to freshmen and sophomores (including transfer students of the second-year and third-year of the undergraduate program) who qualified with condition in Article 7. The remaining number of beds are distributed based on the student's household registration and travel time from the university. If the conditions are the same, the decision will be made by drawing lottery.
2. Undergraduate junior and senior students (including double major or delay graduation students who have studied abroad for one year) will be selected by lottery after the students protected by Article 7 have already secured a bed.
3. For graduate and PhD students, the beds will be distributed by lottery after students protected by article 7 have already secured their beds.
4. The Special Education Promotion Committee will review applications for rooms for the handicapped, companion roommates and bed allocations for mentally or physically challenge students.

After the beds are allocated, the residents may apply for bed transfer. The number of transfer is limited to 3 times/semester. Those who volunteer to move-out before the date for the first third of the semester and have been transferred to another room cannot apply for dormitory next academic year. Others who volunteer to move-out may apply for alternate beds; the allocation order does not apply to these cases.

If the number of beds decreases significantly due to special situations, the dormitory management committee has the full right to adjust the allocation principle.

To maintain the safety of the housing areas, residents should cooperate with the bed reallocation and readjustment unconditionally during major incidents such as natural disaster, notifying diseases or any dangerous circumstances.

Article 9.1

When students apply for dormitory accommodation as transgender individuals, they must prepare their supporting documents. Their identity will be confirmed through a special approval process or by convening a case meeting before bed assignments are made.

Article 10.

Student accommodation period:

1. The accommodation period for undergraduate students is two semesters (from the first day of the start of the fall semester to the start of summer vacation of the spring semester). Students are allowed to reapply for accommodation upon expiration.
2. The accommodation period for graduate students is four semesters, and eight semesters for PhD students. The calculation of semester starts at the semester in which the accommodation is approved. Graduate and PhD students are not allowed to apply for accommodation upon expiration of housing time.

Article 11.

Student Accommodation fee scale:

1. Accommodation fee per semester: Students should pay the accommodation fee based on the pronounced scale. The winter vacation accommodation fee is included in the fee for the first and second semesters.
2. Summer accommodation fee: the fee is one-half of the semester accommodation fee.
3. The scale for other short-term accommodation fees will be submitted to the President by the Office of Student Affairs for approval.
4. Students holding a low-income certificate issued by a city or county social bureau should pay the price difference if they wish to apply for ZiQiang Dormitory 10. The defined difference is based on the price difference between “ZiQiang Dormitory 10 accommodation fee” and “the average accommodation fee of non ZiQiang Dormitory 10.” The actual accommodation fee is subject to announcement.
5. Student residents should pay a guaranteed deposit of 1,000 TWD with miscellaneous costs. Guidelines for managing deposits will be established separately.

Article 12.

Students approved for accommodation should pay the accommodation fee by the specified deadline. However, those who fail to pay due to force majeure are not subjected to this regulation.

Article 13.

Refund of the accommodation fee and supplementary fee is based on the following situation:

A. Guidelines for Refunds:

Application Date for Move-out	Refund Guidelines	
	New Residents	Returning Residents
Two weeks before the start of the semester	Students may apply for a replacement of the admission payment slip and dormitory fee exemption free of charge.	Refunds are issued in accord with the move-in day of the semester. After paying the accumulated delayed move-out fee, student residents may apply for replacement of the admission payment slip and refund.
Two weeks before the first day of the semester	After paying a 500 TWD “delayed move-out fee,” students may apply for a full refund of the accommodation fee or replacement of the admission payment slip without the accommodation fee. However, those who have been living in the dormitory, could only apply for refund after paying the “delayed move-out fee” and the accumulated accommodation fee starting from the move-in day.	
Ten days after the start of the semester	2/3 refund of the accommodation fee.	
Ten days after the start of the semester and within the first third of the semester	1/2 refund of the accommodation fee.	
Past the first third of the semester	No Refund.	

The refund for students renewing their residency should not exceed 1/3 of the accommodation fee.

B. Guidelines for Supplementary Payments:

Allocation time	Supplementary payment
Ten days within the start of the semester	Full accommodation fee
Within ten days after the start of the semester and the day marking the first third of the semester	3/4 of the full accommodation fee
Between the day marking the first third of the semester and the day marking the second third of the semester	1/2 of the full accommodation fee
After the day marking the second third of the semester	1/3 of the full accommodation fee

The fees and refund policy for summer housing (including student club camps during winter and summer breaks, as well as summer housing for graduating students) shall be subject to the respective announcements.

Article 14.

In order to achieve the educational function of dormitories and promote student learning and development, relevant activities can be promoted in each dormitory area.

Article 15.

The dormitory implements a twenty-four-hour access control which requires residents to swipe their ID card for entry. Those with special situations recognized by the Student Housing Section are not subjected to this regulation.

Nonresidents entering housing areas with ID card control should abide to the dormitory visitor's regulations. Regulations for visitors to each dormitory are formulated separately.

Article 16.

Student residents whose conduct meets the standards of the University's Student Award and Penalty Regulations will be punished or rewarded accordingly after being reported to the Section by dormitory counselors and management staff.

Article 17.

The Student Housing Service Section makes routine checkups at every housing area together with other on-campus or off-campus units on an irregular basis. Before entering dorm rooms to execute the aforementioned routine security check, environmental sanitation inspections and repairs, a written notice or announcement should be given to the residents. The student residents should

cooperate with the checkups. The competent authority does not require the permission of the student residents to enter for emergency purposes, urgent repair of the facilities and equipment in the dormitory rooms, and identity check of the residents. However, the competent authority should inform the student residents by means of a written notice three days after the management. If the equipment in the dormitory room is faulty, students should hold the responsibility to cooperate with the repair work. If necessary, they must agree to or request a dormitory management counselor to assist the maintenance personnel to enter the dormitory room. If a student fails to stay in the dormitory during the appointed time and fails to agree or request a management counselor to assist with the repair work, resulting in standing off off-campus maintenance personnels for two times, the student is liable to a punishment of from two to five penalty points.

Article 18.

Student residents should show proper respect for public facilities and equipment. If any public property is deliberately or accidentally damaged by any student, dormitory counselors or janitors should report such acts to the university to order the student to restore damaged property to its original condition before an assigned date. If the damage is beyond restoration, the student is required to pay a compensation fee. If the damage is unrepairable or the property is lost, the student is obliged to pay a compensation fee based on the cost of the ruined property. The compensation can be deducted from the deposit. If the deposit is insufficient to cover the entire expense, the student must pay the full amount.

Students who deliberately damage dormitory public property and refuse to pay compensation by the assigned date are subject to expulsion from the dormitory.

Article 18.1

The University is responsible for the maintenance of dormitory facilities. Apart from unpredictable accidents, students are to be notified in advance when the water or electricity supply or other provided services are temporarily cut off. The university is, however, not accountable for compensating any losses caused by cutting off the water or electricity supply or other services due to force majeure or the repair, maintenance, and improvement of the facilities or equipment and the necessity of public safety.

Article 19.

Students who meet one of the following conditions must leave the dormitory in accord with the regulations:

1. Expiration of the accommodation date.
2. Graduation, suspension, expulsion, transfer or retention of student status.
3. Voluntary Move-out.
4. Expulsion from dormitory.

Article 20.

Students of the first item of the previous article should leave the dormitory during the specified period at the end of the semester. Students of the second item of the previous article should leave the dormitory within seven days (including weekends and holidays) after the date of the announcement. Student residents of the fourth item of the previous article should leave the dormitory within seven days (including weekends and holidays) after the date of the announcement. For the sake of safety and taking gender equality incidents into consideration, students are required to cooperate with the reallocation of their dormitory room.

Students moving out the dormitory must remove all their personal belongings, thoroughly clean the room before leaving and transact the move-out procedure at the service counter. The student will receive the deposit once they have moved out.

Article 21.

Dormitory counselors and management staff are authorized to demand immediate expulsion of any student in violation of the aforementioned regulations and to discard any personal belongings left behind.

Article 22.

In order to encourage students to participate in public events and maintain the safety, order and environment of the housing areas, student residents are to be rewarded from one to ten award points for the following types of behavior:

1. Making a contribution to the public safety of the housing areas.
2. Taking an active role in maintaining the order of the housing areas.
3. Taking an active role in maintaining the dormitory's environment (including cleaning the bathroom).
4. Taking an active role in beautifying the dormitory's environment (including cleaning the bathroom).
5. Preventing fights and clashes in the housing areas.
6. Taking an active role in holding student events and participating in public affairs.
7. Making any other contributions to the public health and the living harmony of the housing areas.

Article 23.

Student residents found guilty of the following types behaviors are to be punished with from one to eight penalty points:

1. Not living in the dormitory.
2. Selling merchandise in the housing areas.
3. Damaging or destroying public property.

4. Using cookware or cooking equipment not provided by the dormitory in dormitory rooms or the housing areas.
5. Keeping pets in the dormitory.
6. Smoking in the dormitory.
7. Switching beds without prior notification.
8. Failure to clean properly when moving out the dormitory.
9. Entering the dormitory without registration during visiting hours.
10. Providing entry to unregistered visitors into the dormitory during visiting hours.
11. Using electronic portable air conditioner, electric heater, dehumidifier, refrigerator, electric blanket, or any other electronic appliances that exceed the electricity load of the dormitory.
12. Disturbing others' studies or sleep or self-study time despite being asked not to.
13. Hanging clothes and storing items or trash in the dormitory's common areas, compromising cleanliness and hygiene, or obstructing fire escape routes, thereby affecting dormitory safety.
14. Violating the rules formulated by the committee.
15. Violating the university's internet regulations via the dormitory network.
16. Undertaking any type of behavior that jeopardizes public health, public resources, living harmony and public safety.

The aforementioned electronic appliances in item 11 excludes those who have applied for use permit or borrowed from the dormitory management unit.

Article 24.

Student residents found guilty of the following types of behavior are to be punished with from eight to ten penalty points:

1. Lingering in other housing areas during non-visiting hours.
2. Entertaining non-residents during non-visiting hours.
3. New residents failing to participate in fire drills without a proper excuse.
4. Using the dormitory internet to engage in illegal affairs or seriously violating the academic network rules.
5. Engaging in sexual harassment or sexual bullying within the dormitory area, as confirmed by objective evidence or determined to be true through an investigation by the university's Gender Equity Education Committee.
6. Trespassing other resident's room.

The preceding paragraphs, If the circumstances are exceptional, the student may be exempt from decreasing the penalty points.

Article 25.

Student residents found guilty of the following types of behavior are subject to expulsion from the dormitory:

1. Having been assigned penalty points in accordance with articles 23 and 24 and having perpetrated a significant violation of the rules or having accumulated 10 penalty points.
2. Selling or giving out their bed to others, or rejecting the roommate assigned by the University allocates.
3. Stealing, gambling, binge drinking, doing drugs or fighting.
4. Possessing or storing dangerous items or contraband material.
5. Engaging in sexual harassment or sexual bullying within the dormitory area, as confirmed by objective evidence or determined to be true through an investigation by the university's Gender Equity Education Committee.

Students who are expelled due for one or more of the aforementioned reasons lose their privilege to apply for accommodation within 1 to 3 years from the date of the expulsion.

Article 26.

In addition to receiving award point and/or penalty points based on this regulation, student residents with excellent performances, and have made significant contributions, or are guilty of violations of relevant regulations regarding the university's dormitory management, resulting in jeopardizing other's residential rights or safety will be dealt with in accord with the University's Student Award and Penalty Point Regulations.

Article 27.

Non-residents living in student dormitories, once they are identified, will be punished based on the University's Student Award and Penalty Point Regulations, and will be prohibited from applying for on-campus housing for a period of one to three academic years starting from the date of the disciplinary announcement. The penalty may be reduced under special circumstances.

Article 28.

The regulations have been passed by members of the Student Affairs Meeting, approved and promulgated by the President, including any amendments.



Penalty Point Guidelines of Violation of Student Dormitory Life Convention of National Chengchi University

Passed and amended at the 45th student dormitory management committee on May 22nd, 2018
Passed and amended at the 50th student dormitory management committee on October 15th, 2019
Passed and amended at the 56th student dormitory management committee on November 3rd, 2022

- Article 1.** The regulations are governed by article five of “Student Dormitory Counseling and Management Regulations of National Chengchi University (hereinafter NCCU).”
- Article 2.** Each dormitory is permitted to hold dormitory meetings and establish dormitory life convention based on Student Dormitory Counseling and Management Regulations of NCCU. These conventions take effect once they have been approved by the Student Dormitory Management Committee.
- Article 3.** The counseling or management staff should suggest appropriate penalty point when a resident’s behavior violates the Student Dormitory Counseling and Management Regulations of NCCU to the section chief of the Student Housing Service for punishment approval. Once approved, the case will be referred to the Student Dormitory Award and Punishment Committee. The final decision of the committee will be promulgated by the Dean of Student Affairs.
During the investigation, the Student Dormitory Award and Punishment Committee must notify all concerned parties to attend the meeting and provide explanations.
- Article 4.** A student resident with a single violation of an accumulated penalty point over eight points but less than ten points may apply for penalty point revocation through campus service. The application must be submitted to the counselors of each dormitory within thirty days after the announcement. Detail regulations for campus service will be stipulated separately.
- Article 5.** A student resident who disagrees with the punishment may file an appeal to the Student Dormitory Award and Punishment Committee within thirty days of the announcement. Detail regulations for filing an appeal will be stipulated separately.
- Article 6.** The guidelines have been passed by members of the Student Dormitory Management Committee, approved and promulgated by the President; including any the amendments.

Student Dormitory Penalty Point Revocation Guidelines of National Chengchi University

Amended and passed at the 39th meeting of the dormitory management committee on March 31st, 2015
Amended and passed at the 42nd meeting of the dormitory management committee on May 22nd, 2018
Amended and passed at the 56th meeting of the dormitory management committee on November 3rd, 2022

1. National Chengchi University (hereinafter referred to as “the University”) formulates this set of guidelines based on Article 4 of Penalty Point Guidelines of Violation of Student Dormitory Life Convention of National Chengchi University in order to encourage students to rectify their mistakes, and fulfill our educational and counseling purposes.
2. The University’s student residents in violation of the Student Dormitory Counseling and Management Regulations guilty of a single infraction and assigned fewer than eight penalty points and a cumulative total of less than ten penalty points are eligible to submit a petition for penalty point revocation in accord with the guidelines.
3. Students punished with penalty points should submit the petition to a dormitory counselor or management staff for transferring the case to the Student Housing Service Section (hereinafter referred to as “the Section”) for a decision within 30 days after submission.
4. If the revocation is approved, dormitory counselors and management staff are authorized to supervise campus service obligations.
5. The revocation is earned by event. One penalty point punishment is equivalent to a service activity of four hours. The campus service should be completed within three months after the approval of the petition (excluding summer and winter vacation). Upon completing the required services, the student should obtain the approval of a dormitory counselor or management staff and proceed to the Section to complete the process. If the student fails to perform the campus service before graduation, there will be no revocation.
6. The petition to penalty points revocation is a per case policy.
7. After the approval of the petition, the Section will inform the student of the outcome by a written notice.
8. The guidelines were promulgated after the approval of the Dormitory Management Committee and the assent of the president; same with the amendments.

Dormitory Reward and Punishment Appeal Guidelines of National Chengchi University

Passed at the 23rd meeting of the dormitory management committee on May 29th, 2008
Passed at the 27th meeting of the dormitory management committee on November 27th 2009
Passed at the 34th meeting of the dormitory management committee on October 29th, 2012
Passed at the 45th meeting of the dormitory management committee on May 22nd, 2018
Passed at the 55th meeting of the dormitory management committee on December 8th, 2021

Chapter 1 General Provisions

Article 1

National Chengchi University (hereinafter referred to as “NCCU”) formulates Dormitory Reward and Punishment Appeal Guidelines (hereinafter referred to as “the Guidelines”) based on Article 5 of Student Dormitory Counseling and Management Regulations of National Chengchi University in order to protect student accommodation rights and improve the harmony of the housing areas.

Chapter 2 Student Dormitory Reward and Punishment Appeal Committee

Article 2

To deal with the appeals from the students, NCCU established the Student Dormitory Reward and Punishment Appeal Committee (the Dormitory Appeal Committee).

Article 3

The Dormitory Appeal Committee consists of nine members serving for a year of term of office. The committee members are non-paid. The committee members are one faculty representative from the dormitory counseling and management committee, one staff member from the dormitory counseling and management committee, three dormitory counselors, one student association representative.

The committee shall have one convener, elected by the committee members, who will serve as the chairperson of the meetings.

Chapter 3 Application and Withdrawal of the Appeals

Article 4

A student resident of NCCU who considers the punishment made by the penalty point unit illegal or inappropriate, or disagree with the penalty point punishment may file an appeal to the Dormitory Appeal Committee based on these guidelines.

Article 5

A student resident should file an appeal to the Dormitory Appeal Committee in written form within 30 days after receiving the penalty point confirmation notice. Delayed appeal due to force majeure should request the Dormitory Appeal Committee for acceptance with substantial reasons.

Article 6

A student filing for appeal should submit the appeal writing with specific facts and attach relevant documentation. Each case may be appealed only once.

Article 7

The complainant may withdraw the appeal in written form before the Dormitory Appeal Committee come up with the final decision.

Chapter 4 Appeal Handling Procedure

Article 8

The Dormitory Appeal Committee meetings shall be held privately as a rule, and the committee's votes and members' opinions must be kept confidential.

Article 9

The Dormitory Appeal Committee should review the complainant 's written appeal and evidence and provide the complainant, the original disciplinary unit, the relevant persons and witnesses with opportunities to express their opinions.

Article 10

The second day after receiving the appeal, the Convener of the Dormitory Appeal Committee should host the meeting and complete the review in thirty days. The review period may elongate if necessary. Yet the extension should not exceed two months and the complainant must be notified.

If the committee an appeal to be non-compliant with the regulations but correctable, it shall notify the appellant to make corrections within seven days. This correction period will be excluded from the overall review period.

Article 11

Half of the members should attend the Dormitory Appeal Committee meeting. The resolution shall be enacted with the agreement of at least two-thirds of the attending committee members.

Chapter 5 Appeal review effectiveness

Article 12

After the Dormitory Appeal Committee completes the review, the original disciplinary unit should also be notified when the result is reported to the Director of the Student Affairs Office. If the original disciplinary unit believes there are conflicts with regulations or practical difficulties, it should list specific facts and reasons and report them to the Dean of Student Affairs, with a copy to the Dormitory Appeal Committee. If the Dean of Student Affairs finds the reasons valid, they may request the Dormitory Evaluation Committee to reconsider, but reconsideration.

Chapter 6 Supplementary Provisions

Article 13

These guidelines have been approved by the members of the Student Dormitory Management Committee and promulgated by the President, including any amendments.

Student Dormitory Visitor Regulations of National Chengchi University

- Article 1.** In order to maintain the security and harmony of the residential environment, these regulations are formulated based on article 15 of the “Student Dormitory Counseling and Management Regulations of National Chengchi University.”
- Article 2.** The implementation of the relevant provisions of the regulations is administered by dormitory personnel under the supervision of the dormitory counselors.
- Article 3.** Non-dormitory residents or visitors should complete the registration procedure and exchange for a guest pass at the front desk to gain access to the dormitory area; otherwise, it is regarded as violation of the student dormitory visitor regulation.
- Article 4.** The visiting hours of each dormitory are from 9 A.M. to 10 P.M. Visitors should be accompanied by student residents upon entry, and wear an identifiable name tag or vest at all times when in the housing area. Entry of the student dormitory due to other special reasons should ask for the dormitory staff on duty for permission.
- Article 5.** Non-residents who have been permitted to enter the dormitory must refrain from being noisy, binge drinking, selling goods, and conducting any type of behavior that endangers public health and public safety. Should any of the aforementioned acts occur, dormitory management personnel are obligated to intervene and demand the visitors to leave. The management personnel may call the police if necessary. If such visitors have a student status of the University, they will be punished in accord with the National Chengchi University Student Award and Penalty Regulations.
- Article 6.** Dormitory residents are responsible for their visitors’ behavior. If the visitor’s behavior affects the order, harmony, and safety of the dormitory, the resident will be punished according to the Student Dormitory Counseling and Management Regulations of National Chengchi University.
- Article 7.** When dormitory students violate the visitor regulations, they will be punished according to the Student Dormitory Counseling and Management Regulations Guidelines; non-dormitory resident will be punished in accord with the National Chengchi University Student Award and Penalty Regulations.
- Article 8.** The guidelines have been passed by members of the Student Dormitory Management Committee, approved and promulgated by the President; same with the amendments.

Student Dormitory Service Team of National Chengchi University Execution Plan

Article 1.

To promote dormitory activities, beautify the dormitory surroundings, and nurture a student dormitory life of humanities and culture, Student Dormitory Service Team is established (hereinafter the service team) to assist the following affairs:

1. Organization of the dormitory activities (including the Grand Dormitory Meeting).
2. Creation of the dormitory surroundings and designs.
3. Announcement of the dormitory regulations and policies.
4. Receiving the suggestions and complaints from the residents.
5. Help taking care of the daily activities of residents.
6. Management of dormitory facilities and equipment.
7. Other services.

Article 2.

Each dormitory should organize a Student Service Team consisting of three to five members. The service team is supervised by the dormitory counselors. Division of labor is needed if necessary.

Article 3.

Dormitories with residents lower than 400 people are allowed to recruit three team members. Dormitories with residents ranging from 400 to 800 people are allowed to recruit four team members. Dormitories with residents more than 800 people are allowed to recruit five team members.

Article 4.

Recruitment of the service team member is conducted via open auditions by the dormitory counselors.

Article 5.

To encourage student residents' participation in the service team and award the long-term service of the members, a service scholarship is established for members of the service team. The Residential Counseling Group will invite three faculty members and two student representatives (including student dormitory representative) to review the applicant's performance and the level of daily participation. Prestigious members will receive a scholarship of no more than 25,000 TWD per person/ semester. The source of the scholarship is paid by the special account of the dormitory in which the awarded service team members belong to.

Article 6.

Service team members who have served for one year and have performed well can apply to continue as service team members for the next academic year. The Residential Counseling Group will invite three faculty members and two student representatives (including student dormitory representative) to review the applicant's performance and select the better ones to offer the residential qualification and membership. The number of qualified persons should not exceed two-thirds of the current number of service team members.

Article 7.

The implementation plan, along with any amendments, takes effect after approval and promulgation by the President.

National Chengchi University Network Usage Regulations

Approved at the 47th meeting of the Computer Promotion Committee on May 7, 2001

Amended and approved at the 51st meeting of the Computer Promotion Committee on May 30, 2002

Amended and approved at the 53rd meeting of the Computer Promotion Committee on February 20, 2003

Amended and approved at the 75th meeting of the Computer Promotion Committee on March 17, 2010

- I. The campus network of National Chengchi University (hereinafter referred to as the University) has been established to assist the faculty, staff, and students of the University in teaching, academic research, administrative affairs, and other related activities.
- II. All IP addresses of the University and information equipment on campus are considered part of the University's campus network. The information equipment referred to in the previous paragraph includes mainframe computers, personal computers, mobile internet devices, and network equipment.
- III. Individuals or organizations using the above equipment are users of the University's campus network.
- IV. All activities on the campus network should comply with these Regulations, the *Taiwan Academic Network Management and Norms*, and the *Convention on the Management and Use of Bulletin Board Systems* established by the Ministry of Education.
- V. Users of the campus network should be aware at all times not to disrupt the lives of others or violate their rights when using the information equipment.
- VI. Users of the campus network are prohibited from the following activities:
 1. Transmitting information that infringes intellectual property rights on the Internet or violates relevant laws and regulations.
 2. Spying on, stealing, altering, interfering with, or destroying other people's information in any way.
 3. Deliberately spreading computer viruses or other unauthorized information.
 4. Intruding into computer systems without authorization.
 5. Lending personal usernames and passwords to others.
 6. Stealing or fraudulently using other people's identity to apply for personal usernames or IP addresses.
 7. Deliberately damaging or improperly using information equipment (including computer mainframes, personal computers, or network equipment).
 8. Using the campus network to distribute advertising or sell prohibited items or illegal software or data.
 9. Engaging in any unauthorized business activities.
 10. Spreading false information or defaming others.

11. Endangering or compromising system security or the security of network communication.
 12. Violating any other government or University laws and regulations.
- VII. Users of the campus network who violate these Regulations or are suspected of infringing upon the rights of others may be restricted or temporarily disconnected from the network. Those whose actions are unlawful will not only be reported to the relevant units of the University for disciplinary action, but shall also be held legally responsible.
- VIII. Those who have violated these Regulations and disagree with the University's disciplinary action may file a grievance or seek redress under the University's Student Appeal Handling Guidelines, the Guidelines Governing Organization and Review of Faculty Appeals Committee, or the Regulations on the Establishment of the Staff Appeals Committee.
- IX. If a unit or individual determines that misconduct has occurred while using information equipment on campus, they may present evidence to the Computer Center. After the Computer Center has confirmed that misconduct has indeed occurred and has identified its source, it may restrict or temporarily suspend the offender's network connection or notify the information equipment administrator to resolve the situation. In serious cases, offenders may be reported to the relevant units of the University.
- X. Should an off-campus unit need to investigate a crime, it should notify the Secretariat in advance. Upon receiving notification from the Secretariat, each unit shall provide relevant information in accordance with the *Guidelines Governing Taiwan Academic Network Units' Assistance in Preventing and Combating Cybercrime*, the *Computer Processed Data Protection Act*, and the *Public Service Act*.
- XI. Users of the campus network shall be responsible for keeping their usernames and passwords secure.
- XII. Campus network administrators shall respect the right to online privacy and shall not arbitrarily spy on the personal information of other network users or violate their privacy rights, except in the following circumstances:
1. When maintenance or examination of system security is necessary.
 2. When there is a reasonable suspicion of a rule violation of the University, to obtain evidence or investigate wrongdoing.
 3. When cooperating with the investigations of judicial authorities.
 4. When other network management measures are required by law.

XIII. Public computer administrators shall be responsible for the following administrative tasks:

1. Safeguarding and maintaining the usernames and passwords of administrators.
2. Safeguarding and maintaining the usernames and passwords of public computer users.
3. Safeguarding and maintaining of users' personal data.
4. Maintaining public computer services.
5. Maintaining public computer security systems.
6. Maintaining access records of public computer users or system records within the retention period.
7. Maintaining backups of public computer systems and users' important data.
8. Suspending or appropriately punishing those who use system resources inappropriately after being informed of the relevant rules and regulations.
9. Cooperating with the University in dealing with disputes or investigating criminal offenses and providing relevant information.

XIV. Network equipment administrators shall be responsible for the following administrative tasks:

1. Maintaining and managing network and information equipment on campus.
2. Safeguarding and maintaining the usernames and passwords of network equipment administrators.
3. Suspending or appropriately punishing those who use network resources inappropriately after being informed of the relevant rules and regulations.

XV. The information equipment administrators of the University's may announce relevant rules and regulations through official letters, electronic bulletin boards, or by posting them in the links section of the University's official website.

XVI. These Regulations were approved by the Computer Promotion Committee and submitted to the President for approval prior to implementation. The same applies to amendments.



Q&A

“Undergraduate Dormitory” [Accommodation Application]

Q	A
As an international undergraduate student, is there any guarantee for on-campus accommodation?	All first- and second-year international undergraduate students (including foreign students, overseas Chinese students, and students from Mainland China) are guaranteed on-campus housing, provided they apply within the designated deadline. Third- and fourth-year students, however, must apply and go through a lottery process, just like local students.
When is the usual application period for dormitory accommodation, and what does the process look like?	<ol style="list-style-type: none">1. Application Period:<ol style="list-style-type: none">a. Current students may apply from late March to mid-April each year.b. New students may apply from mid-August to the end of August each year.2. Important Notes:<ol style="list-style-type: none">a. Students must submit their housing application online before the application deadline for the respective semester.b. New overseas Chinese students need to apply through the “Student Life and Overseas Chinese Student Counseling Division,” while new international students need to apply through the “Office of International Cooperation.”c. Starting from the second year, students must apply online following the same procedure as local students, according to the announcements made by the Housing and Counseling Division.3. For the complete procedure, please refer to the latest announcements on the Housing Division’s website.
Are students allowed to choose which dormitory they prefer to stay in?	All first-year undergraduate students will be assigned to the designated freshman dormitory area (Male: Ziqiang Dorms 5 and 6; Female: Ziqiang Dorms 7, 8, and 9). Starting from the second year, students may form roommate groups based on their preferences and select their desired dormitory area and room through the online system.

Q	A
<p>If I decide to live off-campus at first but later want to move into a dorm, is there still a chance to get campus housing? What is the general procedure for being placed on the dormitory waitlist?</p>	<p>During the dormitory application period each academic year, first- and second-year international undergraduate students (including foreign students, overseas Chinese students, and students from Mainland China) are guaranteed on-campus housing. If they miss the application deadline or require on-campus housing during the semester, they must register on the waiting list at the Housing and Counseling Division Office on the 3rd floor of the Administration Building. Bed spaces will be allocated in order of registration based on availability. For updates on the waiting list, please refer to the latest announcements on the Housing Division website.</p>
<p>Is it possible to choose your roommate when applying for on-campus housing?</p>	<p>Roommates for first-year undergraduate students are assigned by a computer system based on their daily routines and personal interests. From the second year onward, if students are eligible for housing, they may form roommate groups with friends and select their preferred room and bed during the selection process. If there are special circumstances, students may also apply for a room change by following the designated procedure at the Housing and Counseling Division Office on the 3rd floor of the Administration Building.</p>
<p>Once assigned a dormitory room, how long are students usually allowed to stay?</p>	<p>Once a dormitory bed is assigned, students may stay for the entire academic year (including the winter break). Those who wish to stay during the summer must submit a separate application.</p>

“Graduate Dormitory” [Accommodation Application]

Q	A
<p>For international students enrolled in a master’s or doctoral program, what is the application procedure for campus housing?</p>	<ol style="list-style-type: none"> 1. First-year international graduate students (master’s and doctoral programs) should apply for housing directly through the following offices: <ol style="list-style-type: none"> a. New overseas Chinese and Mainland Chinese students should apply through the *Student Life and Overseas Chinese Student Counseling Division*. b. New international students should apply through the *Office of International Cooperation*. 2. Returning students who did not previously stay in the dormitory may apply online for housing in early August each year. Those who miss this application period must register on the dormitory waiting list at the Housing Division office.
<p>After being assigned a dorm, can graduate students stay until graduation, or is reapplication required each term?</p>	<p>Once assigned a bed, graduate students (master’s and doctoral programs) may stay in the dormitory continuously until the maximum allowed duration is reached. After the approved housing period expires, they are no longer eligible to apply for on-campus housing.</p> <p>Graduate Housing Duration: Master’s students may reside in the dormitory for up to **four semesters**, while doctoral students may stay for up to **eight semesters**. *(Any interruptions during the stay will still count toward the total allowed housing period.)*</p>
<p>Is it possible to choose a specific dormitory building or room type during the application process?</p>	<p>First-year international graduate students (master’s and doctoral programs) who apply for on-campus housing will be assigned to a double suite in Ziqiang Dormitory 10. In subsequent semesters, students may change their bed assignment through the online bed selection system at the end of each term.</p>

[Regulations for Room Changes and Dormitory Withdrawal]

Q	A
<p>If I want to switch rooms with another resident, what's the proper procedure for doing that?</p>	<ol style="list-style-type: none">1. After completing the *Room Change Application Form* (available on the Housing Division website under "Forms Download") and obtaining signatures from both parties involved in the room change, submit the form to the Housing Services within the designated period to proceed with the room change process.2. Once the room change is approved, students must complete the move within **two days**. The dormitory manager must inspect and inventory the original room's property, and the original room key must be returned according to the regulations. If any damages are found during inspection, students must coordinate with dorm staff to handle compensation.3. At the end of each semester, graduate students (master's and doctoral programs) may participate in the room reassignment process. Students can either switch to an available bed or exchange rooms with another resident.4. For detailed procedures, please refer to the information on the Housing Services website.

Q

A

What steps do students need to follow when withdrawing from campus housing, and are there any important things to be aware of?

1. Students who withdraw, transfer, or are expelled : Students must vacate their dormitory within **7 days** of the event (including weekends and holidays, and no later than the official end-of-term departure date). After completing the *Dormitory Withdrawal and Refund of Housing Deposit Application Form* at the dormitory service desk, students should submit the form to the Housing Services in order to apply for the refund of their housing deposit.
2. Students who have not moved into the dormitory : Students must submit the *Dormitory Withdrawal and Refund of Housing Deposit Application Form* directly to the dormitory service desk to process their withdrawal, and then return the form to the Housing Services.
3. Students who have already moved into the dormitory : Before vacating the dormitory, students should clean up their personal belongings. After clearing the bed space, students must submit the *Dormitory Withdrawal and Refund of Housing Deposit Application Form* to the dormitory service desk. After the dormitory manager completes the room inspection and signs the form, students should submit it to the Housing Services on the 3rd floor of the Administration Building to complete the withdrawal process.
4. Graduating students during the summer : Graduating students who have applied for summer housing and paid the summer housing fee may complete the graduation departure procedures during the summer. The Housing Services will first stamp the “Graduation Departure Form.” Students can still stay in the dormitory until the official summer departure date (student IDs can still be used for dormitory access during the summer). Afterward, students can proceed with the dormitory withdrawal and apply for the refund of the housing deposit.

[Accommodation Fee Issues]

Q	A
<p>Could you tell me what the dormitory fees are, and whether they are paid monthly or per semester?</p>	<ol style="list-style-type: none"> 1. Dormitory fees are paid once per semester (in addition to a housing deposit of NT\$1,000). Both the dormitory fees and housing deposit are included in the registration bill along with tuition and other fees. 2. Dormitory fees vary depending on the selected dormitory area and room type. For the most up-to-date information on dormitory fees and bed sizes, please refer to the Housing Services website under the *Dormitory Application and Bed Information / Dormitory Fees and Bed Sizes* section. 3. The housing deposit will be refunded without interest after the dormitory withdrawal process is completed. If the withdrawal process is not followed, the deposit will not be refunded.”
<p>Are dormitory fees higher for international students compared to local students?</p>	<p>The dormitory fees for international students (including foreign students, overseas Chinese students, and Mainland Chinese students) are the same as those for local students.</p>
<p>What are the fees for staying in the dormitory during the winter and summer breaks?</p>	<ol style="list-style-type: none"> 1. During the winter break, dormitory stay is considered part of the semester accommodation, so no additional fees are required, and students do not need to move out. Due to the lower number of students staying during the Lunar New Year holiday, for safety reasons, dormitory accommodations will be consolidated. At that time, an investigation will be conducted to identify students who require accommodation, and students will be asked to move to the dormitory area designated by the Housing Services. Other dormitory areas will be closed. 2. Summer accommodation requires a separate application, and additional fees will apply. The summer accommodation fee will be half of the regular dormitory fee for the dormitory area the student wishes to stay in during the semester.

[Other Accommodation Issues]

Q	A
Is it possible to stay in the dormitory during the winter or summer holidays? Would that require a separate application?	During the winter break, accommodation is considered part of the semester stay, so no additional fees are required, and students do not need to move out of the dormitory. Summer accommodation requires a separate application. For application details, please refer to the latest announcements on the Housing Services website.
Are there curfew hours for dormitory residents? If so, what time do they start?	Currently, the school dormitories do not have a curfew. Residents can enter the dormitory by swiping their student ID cards. Visitor hours are from 9:00 AM to 10:00 PM. Visitors must present a valid photo ID at the dormitory service desk for registration. Opposite-gender visitors are required to wear a visitor vest at all times during their visit.
How many students usually share one dorm room? Are there single or double room options available?	All first-year undergraduate students are assigned to four-person rooms, which are allocated by the Housing Services. For second-year and above, there are options for single, double, and four-person rooms. Graduate students (master's and doctoral programs) have the option to choose between single and double rooms.
Are the dormitories located within the campus? How long does it take to walk from the dorm to the main teaching buildings?	The student dormitories are divided into the Ziqiang Dormitory Area (located on the mountain) and the Jhuang-Jing Dormitory Area (located at the base of the mountain), both of which are on campus. Walking from the dormitory areas to the classrooms takes approximately 10 to 20 minutes. During the academic year, there is a campus shuttle bus service for the Ziqiang Dormitory Area (the buses run every 5 to 15 minutes, with a fare of NT\$2 per ride).

Q	A
<p>What kinds of facilities are available in the dormitory, such as internet access, air conditioning, laundry, etc.?</p>	<p>The student dormitories at our school are equipped with a bedframe, desk, bookshelf, wardrobe, and fan. Air conditioning and heating require the purchase of a prepaid card (NT\$500 per card, with charges deducted based on actual usage). Other personal items such as blankets, mattresses, and toiletries should be brought by the students. If it is inconvenient to bring these items, they can be purchased at the campus Grocery store. Additionally, the dormitory common facilities include a television, microwave, and coin-operated washing and drying machines (NT\$20 per use).</p>
<p>Are the bathrooms and toilets located inside the dorm rooms or shared in common areas?</p>	<p>Except for Ziqiang Dormitories 1-3 and Ziqiang Dormitory 10, which have suite-style rooms (including private bathrooms), all other dormitory areas have shared bathrooms.</p>
<p>If I don't get a spot in the dormitory, does the school offer support or information for finding off-campus housing?</p>	<ol style="list-style-type: none"> 1. Please visit our university website for information: NCCU Homepage → Administration → Office of Student Affairs → Housing Services → Off-campus Housing. (You will need to log in with your NCCU email account and password. New students who do not yet have a student ID should contact the Housing Services.) 2. The Housing Services (3rd floor of the Administration Building) also provides a free “Student Off-campus Housing Guidebook” and a blank “Lease Agreement” template for students to pick up.



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