

Goyang Dormitory Regulation

CHAPTER 1 GENERAL PROVISION

Article 1 (Purpose) The purpose of this regulation is to describe rules to be observed by Goyang dormitory residents, so that they can lead safe and orderly communal life.

CHAPTER 2 ENTRY AND LEAVING

Article 2 (Eligibility Criteria) (1) Goyang dormitory is for Dongguk University students (enrolled, undergraduate and graduate), and ABD(All But Dissertation) students. Freshmen who have passed entrance examination can apply too.

(2) Those who belong to one of the following categories are restricted from applying to dormitory.

- a) Those who are subject to disciplinary measure due to school law violation.
- b) Those who have been evicted from dormitory in the past.
- c) Those who have the infectious disease.
- d) Those who are on leave of absence from university after having registered in dormitory.
- e) Those who filled in application paper with false informations
- f) Those who accumulated 20 penalty points in the previous dormitory stay.
- g) Those who have exceeded maximum academic enrollment years.
- h) Those who have difficulties in adaptation to communal life.

Article 3 (Classification of entry) (1) Entry is classified into two types: semester and vacation

(2) Semester entry means entering dormitory in spring semester and fall semester.

They can extend to 2 more months to stay in vacation too. (summer, winter)

(3) Vacation entry means entering dormitory in summer vacation and winter vacation.

For particular purposes a certain period of stay is possible.

Article 4 (Admission) (1) Selection standard (number of entrants, admission quota for colleges, etc.) and standard for application can be varied each semester.

(2) Applicants who are admitted must pay dormitory fee. If they don't pay on time, they are deemed to give up their entry, and the next-ranked applicant will succeed eligibility.

(3) If applicant belongs to any of the following categories, he or she can be selected as prior entrant.

- a) person with disability
- b) Those who are recognized to get basic financial support from government.
- c) Those who need to enter dormitory for special educational purposes.

Article 5 (Move-in/out) (1) Move-in for semester entry is carried out before semester begins. Move-out is carried out after semester ends, but dormitory director can change move-in and move-out schedule when necessary.

(2) Vacation entry starts after a semester ends and finishes before a new semester starts.

(3) In order to move in, you must submit the following documents.

- a) Resident's pledge
- b) Health Certificate (Lung X-ray test result) to prove no pulmonary disease.

(4) When moving out, you must undertake room check by administration.

Article 6 (Eviction) (1) Those who belong to the following categories should be evicted from dormitory.

- a) Those who are subject to immediate eviction related to Article 19
 - b) Those who fall under categories of Article 2 after moving in.
 - c) Those who have been ordered to leave by dormitory steering committee.
- (2) Those who are evicted must not be admitted again.
- (3) If resident violates school law, director not only evicts him (or her) from dormitory, but also requests disciplinary measure to dean of academic affairs.

CHAPTER 3 LIVING COMPLIANCE

Article 7 (Room assignment) Room assignment is managed by the administration, assigned room cannot be arbitrarily changed or rented.

Article 8 (Room inspection) (1) Room inspection is carried out in two ways; regular inspection and irregular inspection.

- (2) For regular inspection, residential assistants inspect living condition and room hygiene once a month.
- (3) Date and time of the regular inspection should be announced one week before.
- (4) During room inspection, resident must stay in his(her) room, and in case of absence it must be notified to the administration in advance.
- (5) Irregular inspection is conducted by dormitory director when necessary.

Article 9 (Dormitory daily schedule) (1) Residents must observe daily schedule as follows.

- a) Main gate : opening 5:00AM / closing 2:00AM
 - b) Meal : Breakfast 7:30AM~9:00AM, Lunch 11:30AM~1:00PM, Dinner 5:30PM~7:30PM
 - c) Guest Visiting : 9:00AM~9:00PM
- (2) Director can decide special opening and closing time of gate in consideration of students' research, experimentation, and other educational activities.

Article 10 (Dormitory cafeteria) Resident must observe meal protocol as follows.

- (1) Buy a meal coupon to purchase a meal.
- (2) Meal ticket cannot be sold to other person.
- (3) Meal can not be taken to room.
- (4) When using cafeteria, one should dress neatly.
- (5) Do not take out kitchen items from cafeteria.

Article 11 (Use of public facilities) (1) Dormitory facilities must be used in proper way.

- (2) If dormitory facilities are damaged intentionally or negligently, it must be reimbursed.
- (3) Unauthorized relocation, reforming, and removal of facilities from dormitory are forbidden.

Article 12 (Banned acts) For safety and orderly communal living in dormitory, following acts are banned.

- a) Drinking and Gambling

- b) Access to other sex's room
- c) Bringing in electric cookers, heaters and inflammable substances
- d) Accommodating non-residents
- e) Assault, disturbance, and excessive noise-making
- f) Unauthorized movement, reforming and damaging of furnitures
- g) Unauthorized posting and distributing of printed materials
- h) Unauthorized opening of parcel and mail
- i) Cooking in dormitory
- j) Lending or transferring dormitory card to others
- k) Other acts that do harm to public morals or communal life.

Article 13 (Personal Hygiene) (1) Residents must take care of personal hygiene to prevent disease from spreading in dormitory.

- (2) If illness occurs to a resident, treatment must be carried out promptly, and the expense should be borne by the person.
- (3) Dormitory administration can request applicant to submit health certificate for healthy communal life.

Article 14 (Gatherings, etc.) (1) Residents are recommended to participate in communal activities of dormitory.

- (2) All communal events and gatherings that take place in dormitory should be approved by director in advance.

Article 15 (Posts, advertisements) Posts or advertisements must be posted on designated spaces.

Article 16 (Visiting) (1) Visitors can meet residents at places such as lobby and cafeteria. Visitors cannot enter resident's room. However, parents who hang visitor's card are allowed to enter the room.

- (2) No visitors can stay overnight in dormitory.

Article 17 (Patrolling) When necessary, residential assistants conduct patrols day and night in dormitory, and residents must comply with demands from them unless there is unreasonable reason.

Article 18 (Dormitory Card) (1) Dormitory residents should carry dormitory card and show it to dormitory staff when asked.

- (2) If dormitory card is lost, resident has to get a new card issued. When leaving dormitory at the end of semester, the card must be returned to the administration office.
- (3) When dormitory card is reissued, fee is charged.
- (4) Rending dormitory card to other person is banned.

Article 19 (Stay-out) (1) Students who want to stay out must report prior to going out.

- (2) In case of more than 3 nights' stay-out, a notification must be made to the administration in advance.
- (3) Penalty points will be imposed if you do not report in advance or if you stay out longer than the reported period. If you stay out more than 14 days without report,

it is regarded as leaving out dormitory.

CHAPTER 4 PRAISE POINTS / PENALTY POINTS

Article 20 (Praise Points) (1) Praise points shall be given to those who do good to dormitory community as follows;

- a) Those who take proper measures when mate is suddenly sick.
 - b) Those who responded properly to emergent situations in dormitory.
 - c) Those who are recognized for leadership in dormitory community.
 - d) Those who found lost items and report it to the administration.
 - e) Those who did noticeable contributions for the benefit of dormitory.
- (2) Criteria for praise points are shown in [Annex 1].
- (3) Accumulated praise points are used as extra plus points when screening applicants for next semester entry.

Article 21 (Penalty points) (1) Penalty points are imposed on those who committed following acts:

- a) Suspension from school due to school law violation
 - b) Assault
 - c) Theft
 - d) Bringing inflammables and dangerous items into dormitory
 - e) Unauthorized access to other sex's room
 - f) Accommodating visitor overnight
 - g) Duplicating dormitory card
 - h) Keeping pets in the room
 - l) Unreported stay-out for more than 7 days
 - j) Refusing to comply with reasonable instruction from dormitory staff
 - k) Drinking, smoking and gambling in dormitory room
 - l) Cooking in dormitory room
 - m) Changing rooms without proper process
 - n) Damaging or destruction of property in dormitory
 - o) Attaching posts or advertisements on undesignated space
 - p) Acts that cause disturbances or loud noise
 - q) Being absent during room inspection without prior notification to office
 - r) Non-compliance with dormitory daily schedule (see Article 9)
 - s) Refusing to comply with request from staff to show dormitory card
 - t) Unreported stay-out
 - u) Those who violate curfew
 - v) Behaviors that do harm to other residents
- (2) Penalty points index is shown in [Annex 2].

Article 22 (Praise and penalty points) (1) Giving praise or penalty points are decided by the administration in consideration of the acts conducted by resident.

- (2) Basically one action earns corresponding points on one item. However, considering its situation and significance, one action can produce points on plural items.

Article 23 (Offsetting penalty points) (1) Those who have accumulated praise points

can offset penalty points.

- (2) When necessary, the administration can create special activity for residents to earn praise points.

CHAPTER 5. FINANCE

Article 24(Dormitory Fee) (1) Dormitory residents must pay dormitory fee before moving-in.

(2) Administration should announce the amount of fee and registration period.

(3) There are rules concerning dormitory fee for early leaver and late register.

(4) Policy of refunding for early leaver is as follows :

(2015.10.12 added)

- a) Cancellation before moving-in : Full refunded
- b) Early Leaving within 3 days after moving-in : 9/10 refunded after prorated deduction
- c) Early Leaving from 4th day to 7th day after moving-in : 4/5 refunded after prorated deduction
- d) Early Leaving from 8th day to 14th day after moving-in : 3/4 refunded after prorated deduction
- e) Early Leaving from 15th day to 21st day after moving-in : 1/2 refund after prorated deduction
- f) Early Leaving from 21st day before last 30th day : 1/3 refunded after prorated deduction
- g) Early Leaving in less than 30 days remained or if you are evicted from dormitory :
No refunding

Article 25(Meal price) Meal price is announced in the beginning of semester.

Article 26 (Other expense) (1) Whoever loses or breaks dormitory properties must compensate for it.

- (2) Deposit money should be paid before moving-in and turn back to residents in time of moving-out. Some expense is subtracted when compensation occurs.
- (3) Extra fee could be collected for communal purpose when necessary.

<Annex 1> Praise Point Acts

| Acts | Praise Point | Remark |
|---|--------------|--|
| Those who take proper measure when mate is suddenly sick | 10~20 points | Adding 0.1 point for each 5 praise points at the next dormitory admission screening. |
| Those who responded properly to emergent situations | | |
| Those who are recognized for leadership in dormitory community | | |
| Those who found lost items and report it to administration | 5~10 points | |
| Those who did noticeable contributions for the benefit of dormitory | | |

<Annex 2> Penalty Point Acts

| Acts | Penalty points | Remark |
|--|--|--|
| Suspension from school due to school law violation Assault and theft Bringing inflammables and dangerous items into dormitory Accommodating non-resident overnight Keeping pet in the room Accommodating different sex resident Transferring residentship to acquaintance Fire-causing acts | 20 points (Eviction, and re-entry is not allowed) | Applying 0.1 deducting points for each of the 5 preceding points at the next dormitory admission |
| Cooking, smoking, gambling in the room | 15 points | |
| Letting-in person of different sex in the room Unreported staying out for more than 7 days Reforming the room on one's own will Drinking in dormitory Disturbing acts under alcoholic influence Countering reasonable instructions from administration staff Damaging or destruction of dormitory facilities | 10 points | |
| Acts of insult and intimidation Abnormal use of meal coupons Abnormal entry and exit of dormitory building Refusing to comply with administrative instructions Rending dormitory card to others Letting-in non resident of same sex in the room Graffiti or attaching, distributing of unauthorized posts, flyers Absence during room inspection without prior notice Bringing alcohol in the room Acts that make disturbances or loud noise in dormitory Sleeping in other's room Misuse of dormitory facilities | 7 points | |
| Piling up of personal things and drying laundry in public space Curfew(02AM~5AM) violation Refusing to show dormitory card when staff asks Eating at the undesignated places in dormitory Disposing of food residues in undesignated places Use of unauthorized electrical appliances and heating devices | 5 points | |
| Piling up of personal things and drying laundry in public space Curfew(02AM~5AM) violation Refusing to show dormitory card when staff asks Eating at the undesignated places in dormitory Disposing of food residues in undesignated places Use of unauthorized electrical appliances and heating devices | 3 points | |
| Disposing of trash in undesignated places Unhygienic living | 2 points | |

| Acts | Penalty points | Remark |
|---|----------------|--------|
| Letting non-residents use facilities in dormitory (laundry machine etc.) Displacing dormitory equipments without permission Repeated same rule-breaking Staying out without permission | | |