

# Autonomy Regulations for Student Houses of National Tsing-Hua University

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## Foreword and Aim

Article 1: The regulations are divided into three chapters. The first chapter stipulates school-wide general rules and related matters of dormitory head resident joint conference. The second chapter stipulates selections and related matters of dormitory autonomous staff. The third chapter stipulates selections and related matters of vice-head residents and floor commissioners.

Article 2: The aim is to develop student autonomy, protect benefits for student's dormitories and promote regular dormitory life.

## Chapter 1: General Rule

Article 3: Every organization established by the regulation is guided and operated by The Student Housing Office.

**Article 4: The school designates a head-resident for each dormitory. The head resident is able to add one vice-head resident and several floor resident assistants for necessity. The numbers are not allowed to surpass the numbers that the Student Housing Office checks and ratifies (please check the attached table). The system of freshmen's dormitory head-residents is set up according to the "Freshmen Dormitory Head-Residents Selection" established by the Office of Student Affairs.**

Article 5: Head Resident's Duty

The head resident is responsible for managing and examining the work of vice-head resident and floor commissioners. Also, the head resident publicly represents the delegate for all the boarders, and is responsible for conveying boarders' opinions to the school; Internally the head resident is the person in charge of Students' dormitory autonomous staff, and has the duty and right of supervising and urging the execution of dormitory affairs.

Regular Duties are as follows:

1. Supervise the execution of work by the Students' dormitory autonomous staff.
2. Handle and react boarders' opinions.
3. Handle and notify emergency in the front line.

4. Communicate with correlated staff and members.
5. The work of staff' supervision and management includes:
  - (1) Maintain the cleanness of dormitory environment.
  - (2) Maintain and Protect the facilities in the dormitories.
6. Management and maintenance of the refrigerators in the public areas.
7. Management of the use of the study center and conference room.
8. Offer service time for boarders at least 2 hours per week. The location may be in the head resident's room, entertainment center, study center or service center. It has to be selected and announced by the head resident. The duration of service is recommended to be from 8 a.m. to 12 p.m. so as to fulfill the dormitory duty.

Routine Procedure includes:

1. Hold the next election of head resident.
2. Summon the committee of the Students' dormitory autonomous staff.
3. Summon the committee of boarders in the beginning of each session, and discussing the rules of dormitory life and conveying boarders' problems on the quality of accommodation.
4. Attend the committee of head resident of the student houses.
5. Evaluate the efficiency of execution of the Students' dormitory autonomous staff of each level.
6. Take charge of conveying school's measures and rules to the boarders. When someone Disobeys the school or dormitory regulations, the head resident is able to inform school to handle the disobedience according to school regulations. When someone has specific good deeds, the head resident is able to inform school as an exclusive case and apply for rewards.
7. Regularly proclaim the detail ledger of revenue and expenditure of dormitory.
8. Announce the distribution of boarders' rooms, and the distribution is based on the design of the Student Housing Office and is coordinated by the instructors and head residents.
9. Maintain safety and order in the dormitory, mediating boarders' disputes, and informing them to the related school division.
10. Assist checking out the dormitory property at the beginning and the end of the semesters.

Article 6: A head resident possesses the rights as below:

1. The school will distribute campus part-time job income to every head resident.
2. Head resident is able to apply for an office in the dormitory from the Student Housing Office according to needs of work.

3. Take charge of the employment and discharge of vice-head resident and floor commissioner.
4. Possess the superiority of distribution of dormitory accommodation in the next school session.

Article 7: The Evaluation of Head Resident.

Dormitory Administrators, instructors and the members of the Student Housing Office are in charge of evaluation of head resident.

Article 8: Vice-Head Resident's Duty.

Managing and evaluating each floor commissioner and supporting staff, and assisting head resident.

1. Regular Duties are as follows:

- (1) Assist supervision of the execution of work by the Students' dormitory autonomous staff.
- (2) Handle and react boarders' opinions.
- (3) Handle and notify emergency in the front line.
- (4) Communicate with correlated staff and members.
- (5) Temporary required business from head resident.
- (6) Offer service time for boarders at least 2 hours per week. The location may be in the head resident's room, entertainment center, study center or service center. It has to be selected and announced by the head resident. The duration of service is recommended to be from 8 a.m. to 12 p.m. so as to fulfill the dormitory duty.

2. Routine Procedure:

- (1) Take charge of the distribution of activity design and supervising the execution.
- (2) Assist holding the elections of head resident and floor commissioner.
- (3) Attend the committee of the student's dormitory autonomous staff.
- (4) Attend the committee of boarders.
- (5) Assist evaluating the efficiency of execution of the Students' dormitory autonomous staff of each level.

Article 9: Vice-head resident possesses the rights as below:

1. The school will distribute campus part-time job income to every head resident.
2. Possessing superiority of distribution of dormitory accommodation during the term of service.

Article 10: Floor Commissioner's Duty.

1. Assist head resident and vice-head resident.

2. Handle all the matters of the floor (such as cleaning, maintaining peace and order, etc.).
3. Convey the boarders' opinions and conducting matters.
4. Inform matters (such as about repair, safety, cleanness, etc.)
5. Attend the committee of the student's dormitory autonomous staff.
6. Attend the committee of boarders.
7. Assist head resident and vice-head resident to hold activities (such as election, greeting new arrivals, flee marker, recycling, survey receiving, etc.).

Article 11: Floor commissioner possesses the rights as below:

Possess superiority of dormitory accommodation during the term of service.

Article 12: After the staff fulfill the required terms of service, the instructors can inform school and apply for their rewards according to their performance audit. During the term of service if there is any specific contribution, the instructors can exclusively apply for their rewards at any time.

Article 13: The joint committee of head residents is constituted of all the boarders. The convener and vice convener are selected by the recommendation of all the boarders, but the convener and vice convener must be different genders or delegated by the Student Housing Center.

Article 14: The joint committee of head residents must be held at least once a month. The committee can invite the director of the Center of General Service and related officers of the school to attend and discuss relative dormitory business, and bring forth relative Suggestion to the school.

Article 15: If there is any important change of the following methods of management, the Office of Student Affairs has to inform the joint committee of head residents in written form before two weeks of formal conclusion on change:

1. The deliberation and revision of the student housing counseling rules.
2. The deliberation and revision of dormitory distribution, fee charges, and management.
3. Important construction project.
4. The deliberation of other matters of dormitory management.

Article 16: The functions of the joint committee of head residents are as follows:

1. Bring forth related Suggestion of school houses business and send it to the dormitory administrative committee for determination.

2. Take charge of consumption benefits and entertainment facilities in the dormitory areas.
3. Timely convey boarders' problems to the school.
4. Coordinate with general affairs of dormitories.
5. Elect the student's representative of the dormitory administrative committee.

Article 17: The election of head residents is held in December, and hand over is during the alternation of the first semester and the second.

### **Chapter 2: Selection of the Student's Dormitory Autonomous Staff and Related Matters.**

Article 18: Every dormitory is delegated with one head-resident, who shall serve for a term of one year, and may serve consecutive terms if re-elected.

**Article 19: Current dorm residents (except for those who are going to graduate in this academic year) can sign up to run for the role of head-resident. If there are no volunteers, more than 10 residents are needed to recommend others. The head-resident will be voted for by dorm residents. Tied candidates will have to draw lots. The election process includes announcement, registration, paper work and voting process, etc., are held by the present head-resident. The candidates are prohibited from participating in the election processes. Violators will be disqualified from the selection. If the present president of dorm is one of the candidates, then all candidates will have to assign one resident together to be in charge of the election. Freshmen dorm head-residents follow the regulations stated in Article 4.**

Article 20: If a president of dorm fails to fulfill the required duties, a recall vote can be initiated by countersignatures of one tenth of the residents. Then all residents will vote under the supervision of a dorm instructor. The president of dorm will be removed from the position if the recall votes pass half of total votes. In this case, a reelection for a new president of dorm will be held. A president of dorm or a dorm cadre will also be removed from their posts either if (1) they violate dorm policies and have penalty points of 10 or more than 10 points, or (2) they violate school policies and get one or more than one serious demerit.

### **Chapter 3: The Selection of Vice-Head Residents and Floor commissioners and Related Rules**

Article 21: The Selection of Vice-Head Resident:

1. Hiring: employed and discharged by head resident (except that the vice-head residents of freshmen's dormitories are selected from within the elder student staff).
2. Recall: the term of service is the same as head resident

3. Evaluation: Dormitory administrators, instructors, and the Student Housing Office members take the responsibility of evaluation.

Article 22: The Selection of Floor Commissioners.

1. Hiring: employed and discharged by head resident (except that the floor commissioners of freshmen's dormitories are selected from within the elder student staff).
2. Recall: the term of service is the same as head resident
3. Evaluation: Dormitory administrators, instructors, and the Student Housing Office members take the responsibility of evaluation.

Article 23: The regulations are adopted by the committee of student affairs and announced and practiced by the office of Student Affairs. Revision is according to amendments brought forth by the joint committee of head residents and adopted by the committee of student affairs.