

※ This is a guidance of Myeongryun Haksa(Seoul campus Dormitory).

To find the guidance of Bongryong Haksa(Suwon campus Dormitory),
please select 'Bongryong Haksa' on the first web page of dormitory website.

2020-Winter Vacation Myeongryun Haksa Dormitory Admission Guidance

(The Humanities and Social Sciences
Campus Dormitory)

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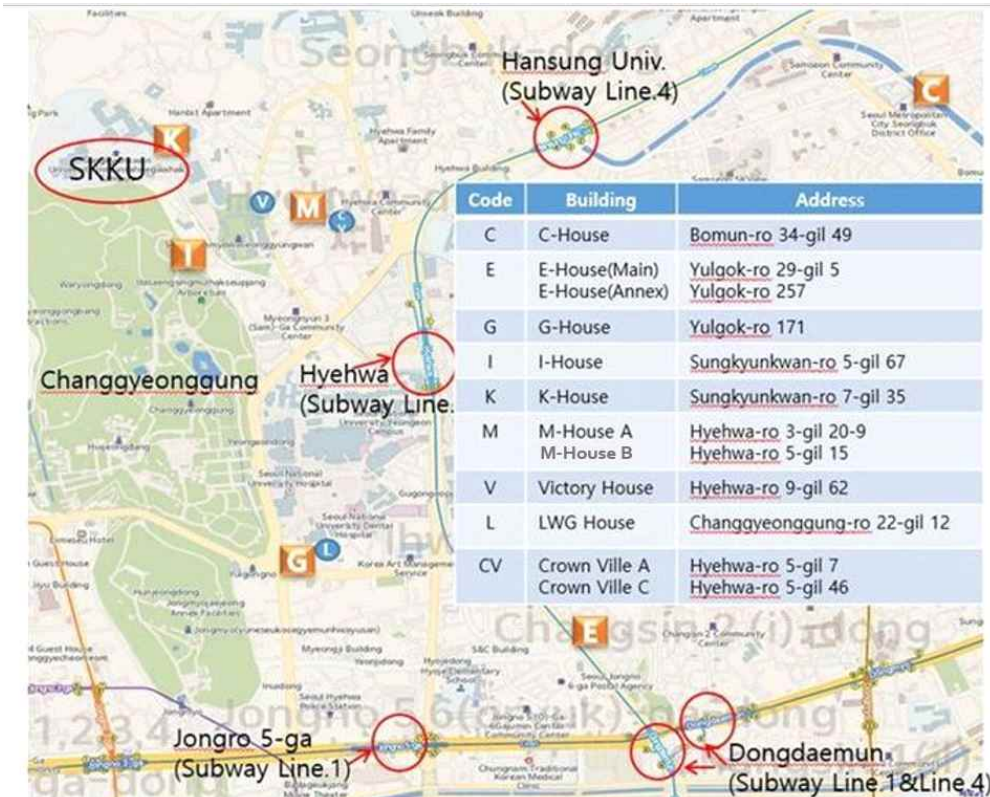
1 Location

1. Dormitory Organization

- The Humanities and Social Sciences(Seoul) Campus dormitory, known as Myeongryun Haksa, is comprised of C, E, G, I, K and M Houses, and Leased building accommodation.
- The Natural Sciences(Suwon) Campus dormitory, known as Bongryong Haksa is comprised of 5 dormitory buildings, In-, Ui-, Ye-, Ji-, and Shin-gwan, all of which are managed directly by the university.



2. Myeongryun Haksa (Seoul Campus Dormitory) Location



- M-house: Approximately 10~15 minutes on foot to the campus

2 2020-Winter Vacation Admission

1. Application Schedule

1) Winter Vacation Application Schedule

| Stage | Details | Dates | Time |
|-----------------------|---|---------------------------|----------------------|
| 1 st round | Application period | Nov.25.(Wed)~Nov.30.(Mon) | 11:00 ~ 23:00 |
| | Announcement of successful applicants and registration(payment) | Dec.04.(Fri)~Dec.07.(Mon) | 11:00 ~ 23:00 |
| 2 nd round | Application period | Dec.08.(Tue)~Dec.09.(Wed) | 11:00 ~ 23:00 |
| | Announcement of successful applicants and registration(payment) | Dec.11.(Fri)~Dec.14.(Mon) | 11:00 ~ 23:00 |
| Room assignment | Announcement of the result of Room assignment | Dec.17.(Thur) | After 15:00 |
| Residence Period | Official Check-in | Dec.19.(Sat) | Check-in After 15:00 |

- It is possible to check your result of dormitory application and dormitory payment bill on your GLS directly.
- We will have an additional recruitment if having additional vacancy rooms.(The new schedule will be announced later on dormitory homepage)
- If you want to live in leased building, visit Myeongryun Haksa website to check [Additional Application2-'Waiting list'] on the notice and apply for it on GLS in person.

2) Extending Residence period(Winter Semester check out date(Jan.09.(Sat) → Winter Vacation whole residence period(2021.Feb.14.(Sun))

| Stage | Details | Dates | Time |
|---------------------|---|---------------------------|---------------|
| Extending Residence | Application period | Dec.30.(Wed)~Jan.04.(Mon) | 11:00 ~ 23:00 |
| | Announcement of successful applicants and registration(payment) | Jan.06.(Wed)~Jan.07.(Thu) | 11:00 ~ 23:00 |
| | Announcement of the result of Room assignment | Jan.08.(Fri) | 15:00 |

- If you extend your residence period from 'Winter Semester' to 'Whole Winter Vacation', the room could be changed. Students living in the dorms during Fall semester and were assigned different rooms will have to move to your new assigned room on Jan.09.(Sat).
- Unable to change your residence period, after accepting a dormitory admission once.
- The start date of class in 2021-Spring Semester is Feb.22.(Mon), a week earlier than last year. The residence period of 2020-Whole Winter Vacation has been shortened from 64 nights to 57 nights compared to last year.

2. Check-in Date Option

| Classification | Building | Regular Check-in | Regular Check-out | Residence Period |
|-----------------|-------------|------------------|--------------------|------------------|
| Winter Semester | I/K/M-House | Dec.19.(Sat) | Jan.09.(Sat) 12:00 | 21nights 22days |
| Winter Vacation | | 15:00~ | Feb.14.(Sun) 12:00 | 57nights 58days |

- Only choose one option either 'Winter Semester' or 'Winter Vacation'. You cannot apply

for both the Humanities and Social Science Campus dormitory and the Natural Science Campus dormitory at the same time.

- You can extend your stay from 'Winter Semester' to 'Whole Winter Vacation' during the official application period. But you can NOT change from 'Whole Winter Vacation' to 'Winter Semester'.
- C/E(A),(B)/G-House will be closed for dorm facility inspections and constructions.
- If your room is changed for the Winter Semester(or the Winter Vacation) from Fall semester, you must move into your changed room on Dec.19.(Sat), by 15:00.

3 Dormitory Information and Fee

1. Direct Dormitory(Directly managed by SKKU)

1) Dormitory fee

| Dorm | Gen der | Room Type | Capacity (per) | Dormitory fee per day (KRW) | Total Dormitory Fee (KRW) | | Note |
|------------|---------|-----------|----------------|-----------------------------|-----------------------------------|-----------------------------------|---|
| | | | | | Winter Semester (21nights 22days) | winter Vacation (57nights 58days) | |
| I-House | M | 1person | 12 | 20,000 | 470,000 | 1,190,000 | * Single room is for the disabled (2 rooms) |
| | | 2people | 60 | 14,400 | 352,400 | 870,800 | |
| K-House | F | 1person | 30 | 20,000 | 470,000 | 1,190,000 | |
| | | 2people | 188 | 14,000 | 344,000 | 848,000 | |
| M-House(A) | F | 1person | 6 | 20,000 | 470,000 | 1,190,000 | * 3 rooms for 6 persons type means a room for 2 persons |
| | | 2people | 36 | 14,400 | 352,400 | 870,800 | |
| M-House(B) | M | 1person | 6 | 20,000 | 470,000 | 1,190,000 | |
| | | 2people | 36 | 14,400 | 352,400 | 870,800 | |

- Deposit fee(50,000won) is included in the total dormitory fee(It will be refunded after you checkout).
- During winter vacation, a double room(=a room for 2 persons) can be converted to a single room(only for a person) and the number of recruitment will be changed depending on the number of applicants.
 - If you want to apply for a single room(dwelling alone in a double room), the room rate is 20,000 won per night, and the number of single rooms can be increased depending on the number of applicants.
- K-House resident is prohibited cooking in the dormitory building. (*M-house: there is a mini kitchen each flat, I-house: You can use a public kitchen on the 1st floor.)
- Single room at K-house is for a disabled student. If there is no disabled students, non-disabled students could be allocated.
- I-House will be operated for male students during Whole Winter Vacation, and depending on COVID19 situation, we may determine whether the public kitchen on I-house 1st floor runs or not.
- Some double rooms can be used as single rooms during this winter vacation according to the number of dormitory applicants.(It can be different in each dorm). Each flat of

M-house consists of 3 rooms for 6 persons including 3 rooms, mini kitchen, living room and washroom). If you apply for M-house single room, you can stay in a flat of 3 rooms for 3 persons.

2) Notes for Residents

- To prevent the spread of COVID19 infection, all dormitory residents should take a body temperature measurement when going in and out. Should wear a mask when using dormitory communal areas.
- Overseas visitors can check in to SKKU dormitory after conducting for 14 days Self-quarantine in other accommodation. You must show us your boarding pass to confirm your arrival date, and submit your TB test result paper
- Outsider is restricted strictly.

2. Leased Building

- The official check-out date for leased building residents is on Feb.16.(Tue). But there can be 'an additional application' for leased building, if there is any vacancy. (Check announcement in Dormitory Website)

| Dorm | Gender | Room Type | Capacity (per) | Dormitory fee per night (KRW) | maintenance fee | Utility bill | Note |
|---------------|--------|-----------|----------------|-------------------------------|-----------------|-----------------------------------|----------------------|
| Victory-house | F | 2people | 31 | 10,000 | 17,500 | consumption-based payment monthly | |
| LWG | F | 2people | 3 | 13,400 | - | - | included in dorm fee |
| Crown-ville A | M | 2people | 12 | 10,500 | 26,000 | consumption-based payment monthly | |
| Crown-ville C | F | 2people | 9 | 10,500 | 26,000 | consumption-based payment monthly | |

- You should pay for dormitory maintenance fee monthly after you check in. Leased building staff will inform you.
- The utility bills should be paid individually after each resident checks the detailed usage of bill charged monthly. If delayed your payment, you will be forced to leave the dorm.
- The leased building dormitory is managed by leased building staff separately.
- No deposit for a leased building dormitory resident, No refund of early checkout before regular checkout date.

* For more information, refer to the dormitory website notice[Additional Recruitment2 -'Waiting list']

4 How to Apply for Admission and Method

1. Eligibility to Apply for Admission

- Registered undergraduate and graduate students of 2020-Fall Semester(the students who are in a gap year can apply as well)
- A student who can submit "Tuberculosis Check-up Result" with no abnormalities on your check-in date.
 - Winter Vacation dormitory applicants should submit TB checkup result paper which has been examined between Sep. 2020 and Dec. 2020(before check-in a dorm).
 - Tuberculosis checkup Validity: Valid for 6 months from your TB checkup date
- Students who did not get academic probation at the previous semester(if average grade is lower than 1.75 in the 2020-Spring semester)
 - In case of taking a leave of absence in previous semester, the most recent grades of regular semester will be applied.
 - Students who got academic probation->previous grade will be treated as 0.0.(your dorm admission will be restricted)
 - If you studied in abroad as an exchange student and the subjects had pass/fail in grading, your average grade for applying to dorms will be from previous semester.
- Students who were prohibited from living in the dormitory due to penalty points, finished curriculum, or graduated cannot apply for it.



2. How to Apply for Admission

- Login SKKU website [Kingo ID] and then apply for it on GLS.
- You cannot revise the contents of application after application period expired.

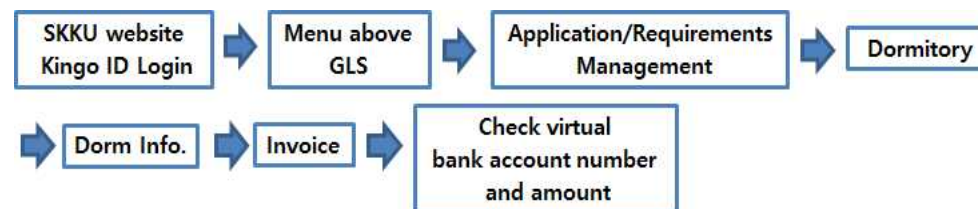
3. Policy for Selecting Residents and Assigning Rooms

- The principle of selection without regional classification
- Specific major(Law School Grad students) and Foreign nationality students will be allocated in priority.
 - The priority will be applied for the 1st round application.
 - It's possible that you will not get an admission in the 1st round, therefore we recommend you to choose more than 3 dorms.
- Registered student: will get an admission based on previous grade(GPA). Priority will be

given to undergraduate students for admission.

- New students will get admission randomly since they don't have GPA yet.
- All rooms will be allocated after the 1st round. If there is any cancelation(not paid), the 2nd round of dorm admission will be proceeded.
- Your dorm will be allocated according to your preferences in application(ex. K-house is for the 1st choice ⇒ K-house is for the Second). Therefore, it is better for students to choose dorms more than 2~3 choices. In case of your application failure of 1st choice, only if you choose 2 or 3 choices, you can be selected.(New students will be randomly drawn and enrolled students will be selected by their grades.)
- A roommate will be randomly allocated. All dormitory residents have possibility to have a foreign roommate.
- **Rooms will be allocated from high floors.**
- Your selection of options such as [sleeping type, (non)smoker, etc.] when you applying for dormitory can be reflected in your room allocation.
- If Fall semester resident gets accepted to the same [dormitory]&[room type] for winter vacation dormitory, it is assigned to the same room as much as possible. However, depending on floor operation, the room may be changed.

4. Checking admission Results and Individual Invoices



- 'Status Details' will show 'selected' or 'not selected', after admission result is announced.
- You cannot check whether your application has been selected before announcement.

5. Dormitory Registration (Dormitory Payment)

- Make an account transfer your dormitory fee to the bank virtual account(CMS) specified in your individual invoice.
- Must check your result of application(allocated dormitory/room type) before payment.
- A virtual account's account holder will be your name and you can transfer money when invoice fee and remittance are the same.
- The sender can be other person(it does not matter whether its' you or not).
- If your payment is not fully made until the registration period, the admission must be canceled.
- The system error after 17:30 on the last date of payment cannot be confirmed(Prefer to make a payment before 17:30) weekdays.

6. IMT(International Money Transfer) Notes

- International remittance usually takes at least more than 2 days, excluding national holidays, therefore, please send your dormitory fee at the first day of payment.
- After payment, it is necessary to check whether your payment is fully completed.
- Your application will be canceled if your IMT is delayed and you do not send proof of payment to the dormitory office.

5 Dormmate (Roommate System)

1. Purpose

- This is a benefit for students who have observed the dormitory rules successfully. It also gives an opportunity for you to live with your friend as roommate and improve dormitory life satisfaction.

2. Eligibility for Application

- Both students who did not receive dormitory penalty points during 2020-Fall semester
- Applying for dormmate is only available in the 1st round of dorm application.
- Must be both students have no penalty points. It's also applied as no penalty points if you haven't lived in the dorm and don't have any penalty points.
- Both of you must choose a same dorm with double room in 1st choice.

3. How to Apply and check result

- 'Dormmate Application' is included in the 'Dormitory Admission Application' procedure 'Dormmate Application' page is only activated to the students who are eligible for applying dormmate.
- Dormmate can be assigned only when both students, who are willing to live together, assign each other.
- There will be no special announcement about the result of dormmate application; results can be checked by room assignment result in person.
- **You can have dormmate when both of you get the dormmate admission. (It should be Same Dormitory building/Same room type)**

4. Dormmate Ineligible Cases

- Applicants who do not select each other as dormmate
- When one applicant does not get an admission or two applicants are allocated to different dormitory/room type.
- If you don't pay in the 1st round of dorm application, then your admission's canceled.
- Student who chooses wrong person as your roommate, such as a different gender or new student(freshman).
- If you fill out wrong information. (Student ID number or name).

6 Check-in procedure and Facility Information

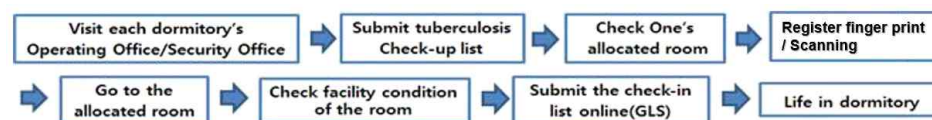
1. Facilities

| Classification | | | Facilities |
|------------------|--------|---------|---|
| Direct Dormitory | Room | | Heater and air conditioner, Desk, Chair, Bed, Closet, Wireless internet router, Life keeper(safety fire escape mask), Laundry machine(M-house) |
| | Common | Free | Water purifier(Hot/Cold), Microwave(I/K/M-house), Toast machine (I/K/M-house), Induction cooktop(I/M-house), Fitness center (K-House), Laundry machine(I-house) |
| | | Charged | Washing machine(K-house), Drying machine(I/K-house), Printer (K-house) |

2. To Be Prepared Individually & Prohibited Items

| Classification | Items |
|-----------------------|--|
| Prepared individually | - Bedding(blanket, pillow, sheet, etc.), clothing, towels, toiletries, laundry basket, laundry detergent, personal hygiene products, emergency medicine. * In case of leased building dormitory residence, you should prepare your own LAN cable and wifi router individually when you check in. |
| Permitted Items | - Computer, printer, desk lamp, charger, hair dryer, hair tong, humidifier, air purifier, handheld vacuum cleaner, Water purifier, mini-fridge(below 50L) - You can cook in the leased building, therefore can bring cooking stuffs. |
| Prohibited Items | - All electric stuffs except for permitted items. - Electric heaters, heated-water pad, candles, flammable products, alcohol, etc. - M-house residents can cook in the dormitory(except for using gas stove and burner) - You can get penalty points if you bring unpermissible stuffs. |
| Register facilities | - In case of using refrigerator, Bicycle, car you must register for facility usage in advance. - GLS->Application/Graduation Requirements Management-> Dormitory-> Register for facility usage - If you use any of those stuff without registration, you can get penalty points when we have room inspection. - Special case-> to use bicycle or car, you have to submit a application form by email dorms@skku.edu after downloading on dormitory website. * Only refrigerators rooming 50L or below capacity are allowed. |

3. Check-in Procedure



■ Regular Check-in Available Time: 15:00~22:00

- After 6 P.M., you can check-in the dorm, however, your family can't enter the dorm.
- After the official check-in date, you can check-in the dorm after 9 A.M.
- Each dorm's security office will manage students' check-in.
- It's recommended to bring carts individually at your check-in date.
- All residents should submit a check-in list in the GLS(No submission->penalty points)

4. Request for facility repair services

- It's possible that your room isn't cleaned well when there's check-in&out process at the same time.
- If your room needs to be cleaned or facility repair, please apply for it in the dorm website or visit security office and report it.

5. How to receive your parcels in direct dormitories.

- If belongings are sent to the dorm where you get an admission, it will be kept in the dorm's parcel storage room separately.
 - Your parcels can get damaged or lost. You should write your name, student ID number, and contact number on packages.

6. Detailed Information & Check Facility Photos

- Visit Dormitory Website https://dorm.skku.edu/dorm_seoul_eng/
 - Dormitory website ▶ (Menu at a top) Guide ▶ Dormitory
 - You can see each dormitory's room facilities' photos, etc.



7 Submission of Tuberculosis Check-up Results

- According to the Ministry of Education policy, All residents must submit Tuberculosis check-up result.
- You won't be able to enter the dormitory without a valid TB test sheet

| Classification | Subjects | Contents |
|--------------------|---|---|
| Require submission | <ul style="list-style-type: none">- Students who haven't submitted tuberculosis check-up result.- Students who had tuberculosis check-up before on Sep, 2020. | <ul style="list-style-type: none">- Students who do not submit check-up result cannot enter dormitory. |
| exception | <ul style="list-style-type: none">- Students who took medical check-up in Gangbuk Samsung Hospital on Sep.~Oct. 2020.- Students who got tested between Sep. 2020 and Dec. 2020, then submitted it. | <ul style="list-style-type: none">- No need to submit anything. But, Students who changed student ID number after submission the TB test result should visit the dorm office. |

- You can check the valid semester from your Tuberculosis check-up result in GLS.
- Students must check again. Only 'no abnormalities' result with clearly-written name, gender, birth date, check date is admitted.
- Tuberculosis can usually be diagnosed by chest X-ray, so just visit a public health center, internal medicine clinic, or hospital equipped with an X-ray machine. Please keep in mind that the results can take from few hours to 1~3 days depending on the clinic visited. Please check before check-in date.
- Submission of Check-up result: Visit dormitory Office or security office in your dorm. (Submission by mail is available as well).

- Copy version of TB test result is available.
- Only TB test result is a required document for dormitory check-in.

8 Refund Policy

1. Cancellation

| Contents | Note |
|----------|---|
| Cancel | - Cancel before the regular check-in date : Full Refund |
| Note | - Deadline for cancellation is until Jun, 19(Fri). Login Kingo->GLS->Dormitory application->Cancel check-in(Refund) [Click] |

2. Mid-session Check-out

| Contents | Note |
|----------------------------------|--|
| Mid-session check-out | <ul style="list-style-type: none">- Check-out or cancel after the official check-in date.- Students who're forced to leave dorms due to penalty points. |
| Refund amount | <ul style="list-style-type: none">- No refund if your remain days are less than 30days remain until the official check-out date (No refund for winter semester, only winter vacation is available) |
| Leaving the for military service | <ul style="list-style-type: none">- Full refund if remain days are more than 15days until the official check-out date.- Must submit Confirmation of military leave or Military enlistment certificate document. |
| Deposit | <ul style="list-style-type: none">- The deposit will be refunded when you check-out from the dorm.- If there is any damage of facilities or lost stuff in your room, your deposit fee will be deducted. |

- If check-in date is passed, mid-session check-out refund rule will be applied regardless of whether you check-in or not.
- Application for Mid-session check-out : Visit dormitory Office or send email to submit a refund application form.
- It will take about 10days for refund and be transferred to your bank account which is filled out in the refund application form.

9 Inquiries

| | |
|-----------|--|
| Method | Myeongryun Haksa (Humanities and Social Science Campus, Seoul) |
| Website | https://dorm.skku.edu/dorm_seoul_eng/ |
| Email | dorms@skku.edu |
| Telephone | Housing Office 02)760-0163, 0164, 0167, 0168 Weekdays 09:00-17:30 (Lunch break 12:00-13:00) |

[Reward & Penalty Points Under SKKU Dormitory Rules]

| Category | Article | Penalty | Points |
|--|---------|---|--------|
| S a f e t y | 1 | Significantly inappropriate behaviors (theft, assault, gambling, sexual assault, use of drugs or any kind of prohibited items, opening or stealing parcels, stealing or using other people's belongings (e.g. smart phones, food, detergent, and etc.)) | 20 |
| | 2 | Accommodating non-residents or being visited by non-residents or assisting those acts in dormitory(including residents and non-residents). However, family members are allowed to visit (staying over is not allowed) on the Check-in/check-out dates. | 20 |
| | 3 | Bringing opposite sex to the dorm without permission (including both floor and room) | 20 |
| | 4 | Damage the public property and facility in dormitory | 20 |
| | 5 | Possession or use of materials causing fire and ignition (fuel gas, petroleum, paint thinner, candles, mosquito-repellent, and etc.) | 15 |
| | 6 | Smoking outside of designated smoking area and disposing cigarette buds (including the toilet) or keeping it in the room | 10 |
| | 7 | Possession or use of non-permitted electronics and personal facilities (including Electric cars) other than allowed electronics and personal facilities (Allowed electronics and personal facilities: computers, printers, stands, chargers, hair dryers, auto power curlers, USB humidifier, USB Air purifier, fan, mini-vacuum, bicycle, vehicle, and etc.) | 5 |
| | 8 | Abnormal use of entrance gate, use or send/receive objects through abnormal passage (windows or terraces) | 5 |
| C o m m u n a l L i v i n g | 9 | Changing room without notice, applying as a substitute for dormitory | 15 |
| | 10 | In addition to the residency period (including the check-out time), unauthorized acts such as occupying the room are prohibited (including personal belongings) | 15 |
| | 11 | Stealing and using IP and spreading falsity, cyber-bullying other students or disseminating virus | 10 |
| | 12 | Harming others by being unconscious, causing damage to any public properties or behaving indecently due to drinking in or out of dormitory | 10 |
| | 13 | Breeding or bringing pets including insects, fishes, rodents, reptiles, etc. in dormitory | 10 |
| | 14 | Any act of not following the rules to prevent the spread of infectious diseases such as the submission of TB test results. | 10 |
| | 15 | Bringing alcoholic beverages (including empty cans or bottles) or keeping them in dormitory | 8 |
| | 16 | Act of transferring student ID card, key or entry card to non-resident or sharing of other resident's personal details for dorm entry | 8 |
| | 17 | Behaving arrogantly, disobeying to the dormitory director, office staff, house master, guidance-assistance, guard, related staff (e.g. janitor), giving false statements for guidance or inspection | 5 |
| | 18 | Access at curfew time (01:00-05:00) | 3 |
| | 19 | Granting access to non-residents or residents from other rooms into the room without the permission from roommate | 3 |
| | 20 | Using or moving dormitory equipment without permission, causing the public area to become messy or taking over the common facilities (e.g. creative zone, gym, kitchen) | 3 |
| | 21 | Obstructing the lives of other students with noise (playing a musical instrument, singing or speaking loudly, PC games, answering calls etc.) | 3 |
| | 22 | Using computer or light (excluding the table lamp) without the consent of the roommate after 24:00 | 3 |
| | 23 | Distributing, advertising and posting any materials without permission | 2 |
| | 24 | Non-cooperative behavior in education or training regarding communal living or safety (dormitory O.T., fire evacuation drill, etc.) | 2 |
| | 25 | Acquiescing any violation of roommate | 2 |
| | 26 | Placing personal goods in public places (clothes horse, umbrella, etc.) and placing a bicycle outside of designated area | 2 |
| | 27 | Nailing or posting on the wall of dormitory (in the dormitory room) | 2 |
| | 28 | Non-cooperative behavior in submitting required documents to dormitory (moving-in notification, check-in/check-out list, etc.) | 1 |

| | | | |
|---------------------------------|----|---|---|
| H y g i e n e | 29 | Cooking or eating somewhere other than a designated place or eating in the room without the consent of the roommate | 5 |
| | 30 | Making stain on the mattress without bed sheet or mattress cover (Residents who received waterproof pad should set the pad on the mattress) | 3 |
| | 31 | Disposing of rubbish somewhere other than the designated places (e.g. water dispenser, laundromat, toilet bowl, corridor) or not conducting proper garbage separation in designated area | 3 |
| | 32 | Not receiving delivered food outside of the building by oneself, or leaving empty food containers inside the building | 2 |
| | 33 | Not cleaning or organizing one's dormitory room (including the toilet) | 4 |
| Safe | 34 | Placing inappropriate items into the public facilities (e.g. microwave, toaster, washing machine, dryer), or leave the facility (including microwave, toaster, and iron) by itself while its on | 5 |
| | | Reward | |
| safe | 1 | Providing help to the dormitory by protecting the people or the public property during emergency situations such as fire. | 5 |
| | 2 | Reporting of any unauthorized acts | 2 |
| C.L. | 3 | Regularly attending events run by the dormitory | 2 |
| | 4 | Cleaning well and maintaining a clean surrounding in the dormitory room | 2 |

- ▶ The term of reward/penalty points are valid for one semester (semester + vacation).
- ▶ Total point of 20 or more: To be dismissed from dormitory, not eligible to apply permanently
- ▶ Total point of 15 or more: To be dismissed from dormitory, limit application for a year
- ▶ Total point of 10 or more: To be dismissed from dormitory, limit application for following semester (but, penalty points received 15 days before eviction can be carried over and added to next semester or vacation)
- ▶ For repeated violations and those selected for 'Dormate', the punishment may be aggravated with twice the penalty points.
- ▶ A student who has been ordered to leave the dormitory by penalty points must leave within four days
- ▶ We consider residents who don't reside in the corresponding dorm as non-residents, so we shall impose the same penalty points on them
- ▶ For matters subject to common responsibilities, all of them may be penalized and applied to non-private personnel, which may put them at a disadvantage in their next application
- ▶ If the management staff including security guard detects a violation, he/she shall hand over the penalty to administrative employee.
- ▶ In principle, the above penalty points shall be imposed on each violation, but depending on the circumstances of the violation, the dormitory director or the administrative office staff may add or decrease the penalty points. Any non-listed violation of regulations or rules may be subject to penalty points by the Director or administrative staff according to their severity.