

## **Regulations of AIU Residence Hall**

(Purpose)

Article 1: These regulations, based on Article 17 of the AIU Residence Hall Management Guidelines, (hereinafter called Residence Hall Management Guidelines), shall specify basic rules which AIU students must obey in order to lead a secure and comfortable life in the residence hall.

### Chapter 1: Organization of Residential Life

(Residential Life Committee)

Article 2: The Residential Life Committee shall be organized.

(Group formation)

Article 3: To set up a basic structure of residential life, all residence hall students shall belong to one of the groups below according to their respective residence sections.

- (1) Group 1: Main building 1F 101 - 120
- (2) Group 2: Main building 1F 121- 140
- (3) Group 3: Main building 2F 201- 220
- (4) Group 4: Main building 2F 221- 240
- (5) Group 5: Main building 3F 301- 320
- (6) Group 6: Main building 3F 321- 340
- (7) Group 7: Main building 4F 401- 420
- (8) Group 8: Main building 4F 421- 440
- (9) Group 9: Annex 1F 510 - 515  
& Annex 2F 520 - 527
- (10) Group 10: Annex 3F 530 - 537  
& Annex 4F 540 - 547

2. Each group shall have its leader selected under the supervision of RAs.

(Executive Committee)

Article 4: In order to maintain an orderly life in the residence hall and to run the Residential Life Committee, the Committee shall establish an Executive Committee. The Executive Committee shall be composed of the following members. An assistant may be appointed if need be.

- (1) Group leader (one or more)
- (2) Resident Assistant (RA) or Senior Resident Assistant (SRA) (one or more)

2. The Residential Life Committee to have a Chair and Vice Chair(s).

3. Chair and Vice Chair(s) shall be selected from among the RAs, SRAs, and group leaders.

Chair shall be selected from among RAs and Vice Chairs shall be selected from among the RAs and group leaders.

4. Chair of the Executive Committee shall be assumed by Chair of the Residential Life Committee.--

5. The term of each Executive member shall last from the day he or she is appointed until the day he or she leaves the residence hall.

6. In case there is a vacancy among the Executive members or in case an Executive member happens to be off campus because he or she does not register for the Winter Program, a supplementary election shall be conducted.

7. In order for an Executive Committee meeting to be convened, more than two-thirds of the Executive members and Chair and Vice Chairs shall attend. Decision on each agenda item shall be made by majority vote.

(Duties of Executive Members)

Article 5: Representing residence hall students, Chair of the Residential Life Committee shall be put in charge of running the Committee and promoting discipline in the dormitory, as well as convening General Assembly meetings of the Residential Life Committee and the Executive Committee.

2. Vice Chairs shall assist Chair.

3. Group leaders shall represent their respective groups, reflecting their members' opinions in the Executive Committee and maintaining discipline and order in their groups.

(General Assembly of Residential Life Committee)

Article 6: The Residential Life Committee convenes at least one Residential Life Committee General Assembly (hereinafter called 'General Assembly') meeting every year to discuss and decide items necessary for residential life.

2. Each General Assembly meeting shall be convened by Chair and Vice Chairs.

3. Chair of the General Assembly shall be selected from among residence hall students.

4. In order for a General Assembly meeting to be convened, two-thirds of residence hall students shall attend, with the decision of the agenda made by a majority vote of those present.

## Chapter 2: Regulations of Residence Hall Use

(Regulations of Residence Hall Use)

Article 7: In order to maintain discipline in the residence hall, regulations concerning the items below shall be set in the articles that follow:

- (1) Use of facilities and equipment
- (2) Keeping the residence hall clean
- (3) Dealing with emergencies such as a fire
- (4) Prohibited acts
- (5) Management of residential life
- (6) Other necessary items

#### Section 1: Use of Facilities and Equipment

(Use of common facilities and equipment)

Article 8: The shared kitchen, the lobby, and the laundry room, and other sections shared by residence hall students are where group life takes place. All residence hall students shall cooperate to keep these facilities clean.

2. Residence hall students shall cooperate with each other in the operation and management of residence hall facilities and equipment.

(Damaged facilities and equipment)

Article 9: Residence hall students shall keep all residence hall facilities and equipment in good repair and shall not destroy or damage them. In case a student has destroyed or damaged any of the facilities or equipment, he or she shall report it to the residence hall office immediately.

2. In case a student has destroyed or damaged any of the facilities or equipment intentionally or accidentally, he or she shall cover all or part of the repair cost. Also, in case any of the common facilities or equipment has been intentionally damaged, the repair cost shall be shared by all dormitory students if it is impossible to identify who is to blame for the damage.

(Use of shared equipment between single rooms)

Article 10: Students who use single rooms shall equally share the duty of cleaning the bathroom and washstand.

(Use of Common Facilities and Equipment)

Article 11: The shared kitchen and its equipment may be used from 7 am to 10pm.

(Leaving personal belongings in common facilities)

Article 12: Personal belongings, such as shoes and sports gear, shall not be left in the hallways. Those which are not removed shall be disposed of by the University.

2. Personal items, such as garbage, food and drinks, shall not be left in the common

facilities, such as the shared kitchen, the lobby, and the lounge. The common facilities shall not be used for sleeping, nor shall they be used exclusively by only one person or group.

(Occupancy of the common facilities)

Article 13: In case a group of students needs to use any of the common facilities, such as the shared kitchen, for an event, they shall gain permission from the University beforehand.

#### Paragraph 2 Cleaning of living quarters

(Cleaning of living quarters)

Article 14: Residence hall students shall obey the following rules in order to keep the residence hall clean.

- (1) Garbage shall be sorted out according to the instructions, carried to the garbage collection site, and disposed of.
- (2) Rooms, including the bathroom, shall be kept clean.
- (3) Animals shall not be allowed in the residence hall.
- (4) Residence hall students may decorate their rooms as they like. However, posters and ornaments shall be put up on the walls using the kind of glue or tape which does not damage the walls, doors or any other parts of the rooms.
- (5) As for the hallways, only the doors may be decorated. All other decorations shall be put up on the bulletin boards.
- (6) Tape shall not be used to fix a carpet on the floor. When a carpet is no longer needed, it shall be properly disposed of.
- (7) Furniture, such as beds, shall not be taken apart, nor shall the chairs or tables in the lobby be carried into any of the rooms.

#### Paragraph 3: In case of an emergency such as a fire

(In case of an emergency such as a fire)

Article 15: Residence hall students shall exercise the utmost caution not to cause a fire in the residence hall.

2. Any emergency shall be reported to the residence hall office. The residence hall staff then will report it to the administration office.
3. In case a fire alarm is activated, all residence hall students shall exit the building through the safest route.

4. Residence hall students shall cooperate with the University's instructions on fire and disaster prevention, following all other instructions necessary for the management of the university.

(Equipment for emergency)

Article 16:

In order to deal with an emergency, such as a fire, residence hall students shall observe the following:

- (1) Fire extinguishers, fire alarms, and other pertinent equipment installed for the protection of residence hall students shall not be tampered with.
- (2) Personal equipment shall not be placed where emergency ladders are installed and evacuation routes are designated in the hallways and balconies.

Paragraph 4: Prohibited acts

(Prohibited acts)

Article 17: Residence hall students shall be prohibited from

- (1) smoking in their rooms or in any other part of the residence hall (including the premises outside).
- (2) drinking alcohol in their rooms or in any other part of the residence hall (including the premises outside).
- (3) using and bringing in dangerous items and drugs, such as marijuana, hallucinogens and stimulants.
- (4) using fireworks, crackers, model guns, incense, barbecue equipment, charcoal, candles, and any other kind of fire equipment in the rooms or in any other parts of the premises.
- (5) using an electrical cooking appliance in the rooms or in the common facilities (except the shared kitchen).
- (6) subletting their rooms to another person and duplicating and lending their room keys to another person.
- (7) opening other students' mail boxes or engaging in other acts that infringe on privacy.
- (8) staying in a room of the opposite sex from 10 pm to 7 am the next day or having someone of the opposite sex stay in their rooms during the same period.
- (9) women entering the first floor of the Annex and the Main Building (except the shared area of the lobby) from 10 pm to 7 am the next day and men (except administrative staff, RAs and residence hall office staff) entering the second to fourth floors of the Main Building.

(10) engaging in acts prohibited by other rules in addition to the above.

2. In case a student or students needs any of the items mentioned in (4) and (5) for an event or a student activity, they shall gain permission beforehand.

3. In case a student or students are found to possess any of the items prohibited by law or to be engaged in an illegal act, the University shall report it to the police.

(Restrictions)

Article 18: Residence hall students shall be subject to the following restrictions.

(1) Audio equipment, such as stereos, radios, and TVs, may be used in the rooms, as long as they do not cause trouble to other occupants. If the sound of any of these appliances should be a cause of disturbance, the appliance shall be confiscated. A speaker shall not be set up in such a way that its sound leaves the room, nor shall one be installed on any of the balconies.

(2) No sales activities or requests for donations shall be allowed in the dormitory.

2. In case a student group needs to conduct the kind of activities referred to in (2) for the sake of the student government inside the residence hall, the group shall gain permission from the University beforehand.

Paragraph 5: Life management

(Visitors)

Article 19: Visitors (residence hall students' friends, acquaintances, and family members) may stay in the residence hall from 7 am to 10 pm. A resident who accepts a visitor shall write down the visitor's name and other information in Visitors' Notebook kept at the residence hall office. The visitor shall stay with the student during his or her stay and wear a permit.

2. In case a visitor wishes to stay temporarily in the residence hall, he or she may do so for up to 3 days after making an application and obtaining the permission of the roommate or the suitemate.

3. Under special circumstances such as when a student has fallen ill, his or her family member may stay for a night or longer regardless of the preceding regulation.

4. Visitors referred to in (2) shall be of the same sex.

(Staying away from campus overnight or longer)

Article 20: In case a residence hall student needs to stay away from campus overnight or longer, he or she shall submit the application from to the residence hall office by the day he or she leaves.

(Quiet hours)

Article 21: Quiet Hours shall be from 10 pm to 7 am the next day, regardless of the day. During this period, no noise, music playing, and meeting shall be allowed.

(Internet use)

Article 22: All computers shall be installed with anti-virus software.

2. Accessing Internet sites, confirming the safety of downloading files, and using pay sites shall be done on the responsibility of the user.

3. Using file-exchange software such as “Winny” shall not be allowed since it may infringe on a copyright or place a burden on the residence hall’s Internet network system, preventing other residence hall students from using the system properly.

Paragraph 6: Other necessary items

(When checking in)

Article 23: When checking in, residence hall students shall write down in the Damage Check List the damage and equipment condition of their rooms and submit the List to the residence hall office.

(Room assignment)

Article 24: Residence Hall rooms shall be assigned by the University, with each floor used only by males or females. In case anyone wishes to move into a different room, he or she shall inform the University, citing a legitimate reason. The University shall grant permission if it deems the reason acceptable and if it is possible to do in the assignment situation at that point.

(When leaving the residence hall)

Article 25: When vacating his or her room, a residence hall student shall take all his or her personal belongings out of the room and clean it.

2. In conducting a damage check, the leaving student shall check if there is any damage to the room and if any of the equipment in the room is missing, he or she shall write it down on the Damage Check List. In case there is any damage or any of the equipment is missing, the student shall pay for it.

(Management of Residence Hall)

Article 26: Residence hall students have the right to protect their privacy by not accepting an illegal entry into their rooms, an investigation, or a seizure. However, administrative staff, dormitory office staff or Resident Assistant (RA) may enter a room in case:

- (1) the occupant of a room has requested repair work on some part of the room.
- (2) a check needs to be conducted at the end of a semester or during a long vacation for the sake of hygiene and security.

- (3) there is an imminent danger to the security, health and possessions of residence hall students or to the property of the University.
- (4) a check needs to be conducted concerning a visitor who is staying in the residence hall without his or her name listed in Visitors' Notebook or concerning an item which must not be brought into the room.
- (5) there is a suspicion of drinking alcohol, smoking, making noise or other acts that violate the Regulations of AIU Residence Hall.
- (6) an entry about which the occupant is informed in advance is made.

2. An entry by the police, an investigation, or a seizure shall be made according to the law.

(Parking)

Article 27: Dorm students who own a car and need to park it on the premises of the University shall obtain permission from the University.

(Reward and Punishment)

Article 28: On the basis of the deliberations of the Student Life Committee, the University shall award permission to residence hall students who set a good example for other residence hall students.

2. Residence hall students shall obey the Guidelines for AIU Residence Hall Management, Regulations of AIU Residence Hall, as well as other pertinent regulations. Those who act in violation of any of these regulations may be subjected to disciplinary action.

(Approval of Regulations)

Article 29: These regulations shall be effected upon the agreement of the majority of residence hall students and the approval of the President.

(Amendment of regulation)

Article 30: In case these Regulations need to be revised or abolished, it shall be put to a vote at a General Assembly meeting and approved by the President following the deliberations of the Student Life Committee.

Supplementary provision:

These regulations shall be enforced beginning on April 1, 2007.

Supplementary provision:

These regulations shall be enforced beginning on November 1, 2009.

Supplementary provision:



These regulations shall be enforced beginning on December 1, 2011.

Supplementary provision:

These regulations shall be enforced beginning on January 1, 2013.

Supplementary provision:

These regulations shall be enforced beginning on September 30, 2019.