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| **GIST College Dormitory Rules and Regulations** | **Section of Student Services (T. 3606)** |
| 1. Restrictions on Entry  A. In principle, students may not enter facilities designated for the opposite  sex. If an occasion calls for an entry, that student must receive approval of  the housemaster or a house attendant in advance.  B. Residents may not lodge at other residents’ rooms and may not enter other  residences without the permission of the resident.  C. Non-residents may not enter the university dormitory. If the occasion calls  for an entry, that person must get approval from the House Committee or  dormitory attendants.  2. Using Common-Use Items and Facilities  A. All common-use items in the house may not be arbitrarily moved or be  monopolized.  B. The iron placed in the laundry is considered a common-use item and must  be used with extreme caution and returned immediately after use.  C. Residents shall use the common-use water purifier in a hygenic manner.  D. Matters regarding the use of facilities shall be in accordance with “The  Guidelines for Using Dormitory Facilities.” The approval of the House  Operations Committee is necessary for the establishment or revision of  these guidelines.  3. Liability: If a resident intentionally or negligently causes damage to rented  items or loses them, that resident shall make compensation for those items.  4. Obligation of Notification: Residents must notify the management office  without delay in the following situations:  A. Fire, emergency patients, or other urgent situations.  B. When facilities or common-use items are damaged or lost.  C. When discovering damages done to electric wires, water pipes, or  heaters, or when noticing damage to facilities or common-use items.  D. When a roommate has gone missing without prior notice for more than 24  hours.  E. When a similar situation to one of the above occurs.  5. Moving Out of the House  A. Residents moving out of the house must submit the necessary documents to  the management office before they vacate.  B. Residents moving out of the house must return all rented items and undergo  a room inspection.  C. The house management may arbitrarily dispose of any personal belongings  left behind by a resident who has not followed the proper procedure for  moving out. Non-compliant residents will be responsible for all damages  to and loss of their personal belongings.  D. Restrictions may be made on future dormitory re-entry for residents moving out who had not followed the proper procedure.  E. As an appropriate precautionary or preventive measure in the case of natural disaster, epidemic outbreak, or other emergency, the Institute may give orders to vacate the house totally or partially to the residents. Failure to comply may result in penalty points being issued.  6. Disciplinary Action  A. Students who violate the rules and guidelines of the dormitory are subject  to disciplinary action depending on the seriousness of the violation (such as  a warning or an order to move out).  B. The housemaster, house advisor, house attendant, and House Committee  hold the authority to determine penalties for violators of dormitory rules  and guidelines.  7. Rewards and Reward Points: Residents may be rewarded for their contributions  towards creating a studious atmosphere at the dormitory. | |

**Criteria for Issuing Penalty Points**

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| **Violations** | **Penalty Points**  **Issued** |
| 1. Acts of crime (arson, theft, sex offense, aiding and abetting a crime, physical violence)  2. Three or more dormitory payments overdue  3. Starting a fire in a room  4. Gambling  5. Sleeping with a member of the opposite sex  6. Poor performance in a disciplinary action of 25 points or higher. | 50 points |
| 7. Entering the facility of the opposite sex without approval (for the entrant and the  persons providing the ability to enter).  8. Serious acts of computer network disruption such as intentionally spreading computer viruses through the network, setting up and operating a server for sharing illegal files, unauthorized IP use, or hacking. | 30 points |
| 9. Smoking within the dormitory building (including the terrace and verandas). | 25 points |
| 10. Occupying and using unauthorized rooms. | 10 to 20 points  (Housemaster) |
| 11. Transferring housing rights without the approval from the head of the office in charge  of the dormitory.  12. Entering a room without the permission of its resident. | 15 points |
| 13. Bringing in and using potentially dangerous items (e.g., flammable materials, electric heaters) in the dormitory.  14. Moving(Replacing) the room without prior approval  15. Smoking outside of the designated smoking areas. | 10 points |
| 16. Engaging in non-authorized acts of profiteering.  17. Not following the proper procedures for moving in and moving out of the dormitory(including maintenance inspection)  18. Unlawfully monopolizing a room. | 7 points |
| 19. Keeping an animal (including fish, reptiles, and insects).  20. Taking items of the facility outside without approval.  21. Irritating others by making loud noises.  22. Poor state of cleanliness (inadequate cleaning, not taking out the trash).  23. Drinking in a common-use space not approved by the housemaster.  24. Not following instructions of the dormitory attendant or the House Committee.  25. Disposing of trash at an undesignated place.  26. Providing lodging to an outsider without the approval of the house advisor. | 5 points |
| 27. Parking your means of transportation at an undesignated place.  28. Unauthorized occupation and use of common-use facilities. (This includes leaving  personal belongings unattended.)  29. Not turning the power off or not cleaning up after using a common-use area.  30. Posting an item on the bulletin board outside of the posting period, or not removing a  posted item after the posting period.  31. Posting an unreported item on the bulletin board.  32. Entering and exiting the dormitory through means other than the designated doors | 3 points |
| 33. Creating discomfort or inconvenience to others in communal living. | 3 to 50 points  (Housemaster) |
| 34. Interfering or non-compliance with the appropriate measures taken by the Institute in the case of natural disaster, epidemic outbreak, or other emergency. | Housemaster  Discretionary |

※ Violation item 10: Penalty points issued along with a fine of twice the amount of the dormitory fee.

1. Depending on the case, penalty points may be issued to all residents of a room.
2. Depending on the gravity of the violation, the housemaster may issue additional penalty points.
3. The housemaster may implement a separate guideline for violation item 34.
4. Violation item 18 includes the person imposing penalty points under violation item 17 does not check-out after the expiration of admission approval period.

**Disciplinary Actions Based on Penalty Points**

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| **Penalty Points** | **Disciplinary Action** |
| All Violations | ․ A statement of warning is issued to the violating resident. |
| 10 points or higher | ․ Submission of a written reflection. |
| 15 points or higher | ․ Two hours of cleaning activity at the dormitory designated by the House Committee (without pay). |
| 20 points or higher | ․ Three hours of cleaning activity at the dormitory designated by the House Committee (without pay). |
| 25 points or higher | ․ An interview with the house advisor and housemaster.  ․ A month of non-residency. (If the resident desires to remain at his/her residence during the disciplinary period, that person must get the approval of the housemaster and make payment equal to three times that of the normal dormitory fee.) |
| 30 points or higher | ․ Four months of non-residency. (If the resident desires to remain at his/her residence during the disciplinary period, that person must get the approval of the housemaster and make payment equal to three times that of the normal dormitory fee.) |
| 40 points or higher | ․ Seven months of non-residency. (If the resident desires to remain at his/her residence during the disciplinary period, that person must get the approval of the housemaster and make payment equal to three times that of the normal dormitory fee.) |
| 50 points or higher | ․ Permanent exclusion from residency. |

1. All lower-level disciplinary actions than the one meted out must be fulfilled in addition to the currently applied disciplinary action.
2. Penalty points issued shall remain cumulative until graduation unless noted otherwise.
3. Apart from the above penalty points, disciplinary action may be referred to the disciplinary committee if necessary.

**Criteria for Reward Points**

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| **Qualifications** | **Points**  **Rewarded** |
| * 1. Residents who are considered to be of excellent conduct by the house advisor, house attendant, or House Committee.   2. Residents who are considered to be greatly contributing to creating a studious atmosphere.  3. Residents who are recognized for great service towards house management and operation.  4. Residents who set an example for good behavior and have received 20 or more recommendations during a semester from fellow residents. | Up to 3 points  3 points  3 points  2 points |

※ The approval of the house advisor is necessary to reward points.

※ Points will be rewarded to persons with recommendations from others upon review by the house advisor.

**Reward Based on Reward Points Obtained**

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| **Reward Points** | **Reward** |
| 5 or higher | ․ Exemption of dormitory fees for one month. |
| 10 or higher | ․ Exemption of dormitory fees for two months. |
| 20 or higher | ․ Exemption of dormitory fees for an entire semester and a commendation from the housemaster. |

※ Residents with a sufficient number of points for a reward may decide when to receive their reward.