

2024

Guide for International Student

(for undergraduates)

Gwangju Institute of Science and Technology



GIST:HOUSE

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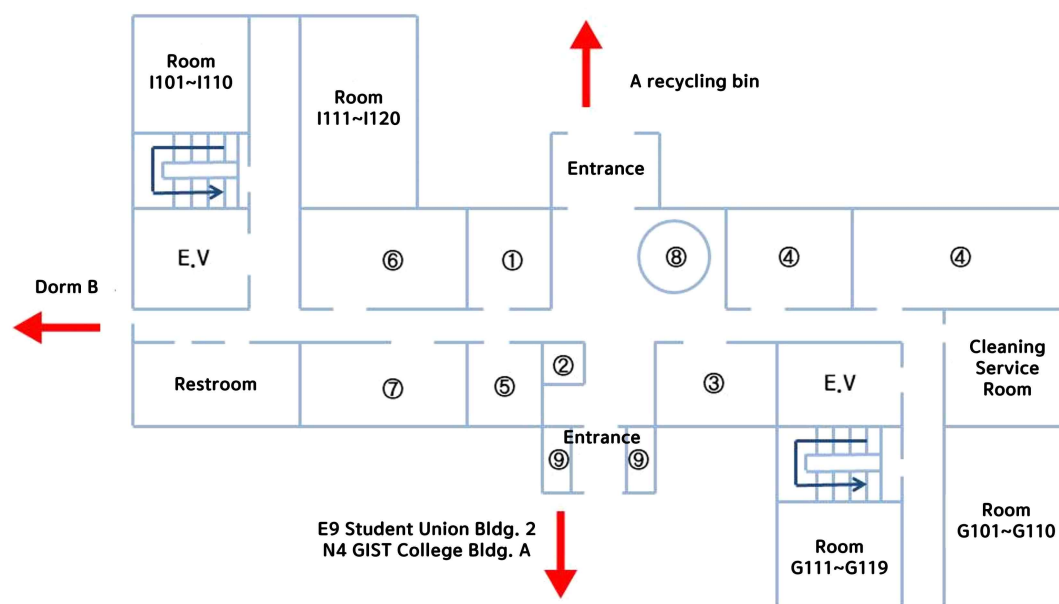
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I. The main facilities in the dormitory

The undergraduate dormitories (living quarters) you will be living in are largely divided into Building A (Old Hall) and Building B (New Hall). Major amenities are located on the 1st, 2nd, and 3rd floors of each building. In this chapter, we will look at the floor plan and explain the location of the facilities and how to use the space.

A. Dorm A 1st floor



1. Dorm Attendant's Office

- Dormitory manager residence (excluding early morning hours (midnight to 7 a.m.) and meal times)
- Where to fill out the documents for joining and leaving the dorm.
- Bedding rental
- Household medicine
 - You can check the available drugs on the GIST HOUSE website.
 - All the emergency medicines in the house office can be provided in the dorm attendant's office.

(3) Record in the book when using medication.

(a) In the event of a medical accident in the future, it is based on the list of doses, and the amount of drug purchases is adjusted based on the prepared drug book.

e) Report on damage and loss of facilities in the dormitory (Online application method: Access to GIST University website (college.gist.ac.kr) -> Click on the dormitory repair request banner and write an e-mail)

2. ATM

a) Available from 7 a.m. to 11:50 p.m.

b) It can be locked with the card in it, so avoid using it after 11:45.

3. Vending machine & Kitchen

a) Available 24 hours a day (24/7)

b) Sales of beverages, snacks, ramen, etc. through vending machines.

c) Common items available on the drying rack of the cooking room or in the drawer under the countertop.

d) Bring your own cooking and cleaning tools for hygiene reasons.

e) When using induction, if “HH” is displayed, the power is turned off, but it is still hot, so be careful not to get burned.

f) If the cooking room door is left open, the stench may spread to the hallway, so close it and use it for residents on the first floor.

g) Food waste and cleaning up after use are essential.

h) Microwave equipped.

4. Laundry Room

a) Men's/women's laundry room separated.

b) Top-loading and front-loading washer provided.

c) Equipped with drying rack, ironing board and ironing beach.

d) Use your own laundry basket, detergent, or fabric softener

e) Bring a personal basket and use it in front of the washing machine and drying rack - Without a washing basket, there is no place for

the next user to put clothes that have been washed or dried.

- f) Washing machines or dryers use other people's finished laundry in the basket in front of the machine. (use it in an empty public basket when the basket is not in front or above)
- g) Since it is a place to wash other people's clothes, use an external laundry shop for shoes or very contaminated laundry. (use an internal laundry consignment company in the community room on the 1st floor of Building A)
- h) Lab clothes cannot be washed.

5. Parcel/Mail Room

- a) All packages are delivered to the dorm A parcel room, but mailboxes for each room are divided by each room.
- b) There are mailboxes in all rooms in Building A. (The mailbox in Building B is located in Building B)
- c) Receipt of parcels from shelves divided by floors of G, I, S, and T houses.
- d) The cart is provided in the parcel room, use it after preparing the cart book, and put it back to its original position after use.
- e) Vacuum cleaner is placed in the mailbox of Building B. Make sure to put it back to its original position after using it.

6. Community Room

- a) There is a TV, sofa, and table.
- b) Eating and drinking is allowed as a rest area.
- c) Laundry drop-off and pickup location. (laundry fee paid later)
- d) Drinking allowed.

7. Student Lounge

- a) There is a TV, sofa, and table.
- b) Eating and drinking is allowed as a rest area.

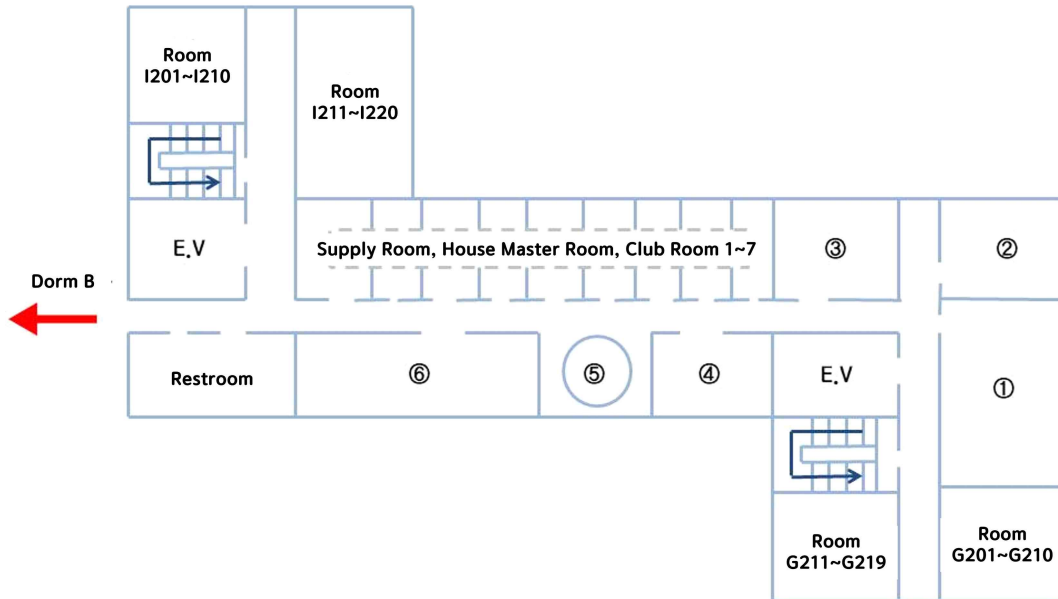
8. Lobby

- a) Usually used as a place of meeting.
- b) Usually called as Goo-lobb. (means dorm A lobby)
- c) If you place a package next to a large pillar, the courier will deliver it on a cash-on-delivery basis.

9. Delivery Geek Lockers

- a) A place to receive food ordered through Delivery Geek.
- b) Delivery Geek is a delivery app started by a GIST student. After ordering, you must receive food at a specific time according to instructions (lunch: 12:05 arrival, dinner: 18:05 arrival)

B. Dorm A 2nd floor



1. House Association Room

- a) Workspace of HOUSE members.
- b) Always open to students except during HOUSE dormitory student council meeting times.
- c) Printer provided. (printing and scanning possible, fax not possible)
 - (1) Please bring your own A4 paper.
 - (2) Printing of 40 or more sheets must be done at the library.
 - (3) In case of printer ink shortage or malfunction, contact GIST HOUSE through KakaoTalk channel.
- d) Office hour
 - (1) HOUSE items can be rented and returned at 9 p.m. Mondays, Wednesdays, and Fridays (a list of rentable items can be found on the HOUSE website)
 - (2) You can submit various documents. (room exchange application, application for outsider accommodation permit, penalty point notice, etc.)
 - (3) You can also store and take out luggage from the warehouse

and register your bicycle number.

- (4) HOUSE dormitory student council leader conducts office hours, so if you want to inquire or make suggestions in person, feel free to visit office hours.
- (5) Office hour times can be checked on the Ziggle app and GIST HOUSE KakaoTalk channel.

2. Discussion Room

- a) A place for various student councils, clubs, and small group meetings/group assignments.
- b) Use after making a reservation using a spreadsheet on the GIST HOUSE website.
- c) Reservations during the semester are reflected at midnight every day. Check the HOUSE website for detailed reservation methods.
- d) Reservation priority (Student Council > Club > Individual)
- e) Beam projector available.

3. House Lounge

- a) A place for resting and gatherings (birthday parties, etc.) where food can be consumed.
- b) You have to take off your shoes to enter.
- c) Please don't make loud noise at the night time for the residents of this floor.

4. Fitness Room

- a) Exercise equipment (treadmill, weight equipment, dumbbells, etc.) Andalusia InBody tester provided.
- b) Available 24 hours a day.

5. Open Library

- a) Available 24 hours a day.
- b) Electronic piano and sofa provided.
- c) You must wear the provided headphones when using the electric

piano.

d) Operation of an autonomous library provided by the HOUSE dormitory student council.

(1) When borrowing books, write a borrowing list online.

(2) When returning a book, please put the book back in its place.

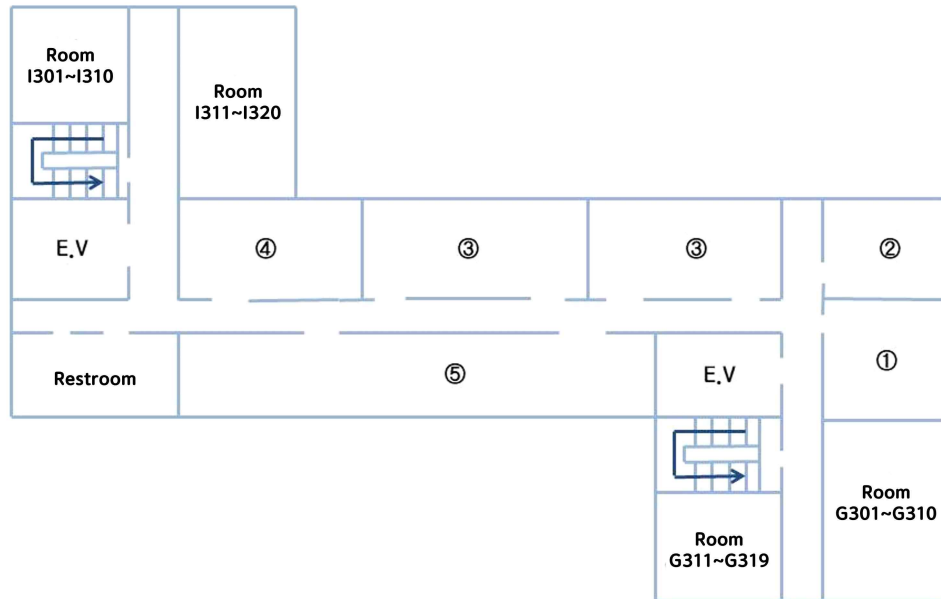
6. Yoga Room

a) A place for yoga classes, clubs, and various individual artistic activities.

b) Not normally usable.

c) Used with permission from the school during yoga and hip-hop dance classes.

C. Dorm A 3rd floor



1. Computer Room

- a) Available 24 hours a day.
- b) Never eat food.
- c) Power outlets provided at each table.

2. Student Lounge

- a) Space for rest and group work.
- b) There is a TV, chairs, and a table.
- c) Microwave available
- d) Eating is allowed as a rest area.

3. Study Room

- a) There are desks and chairs for study.
- b) Available 24 hours a day.
- c) Put in a yellow basket at the entrance when removing unoccupied luggage.

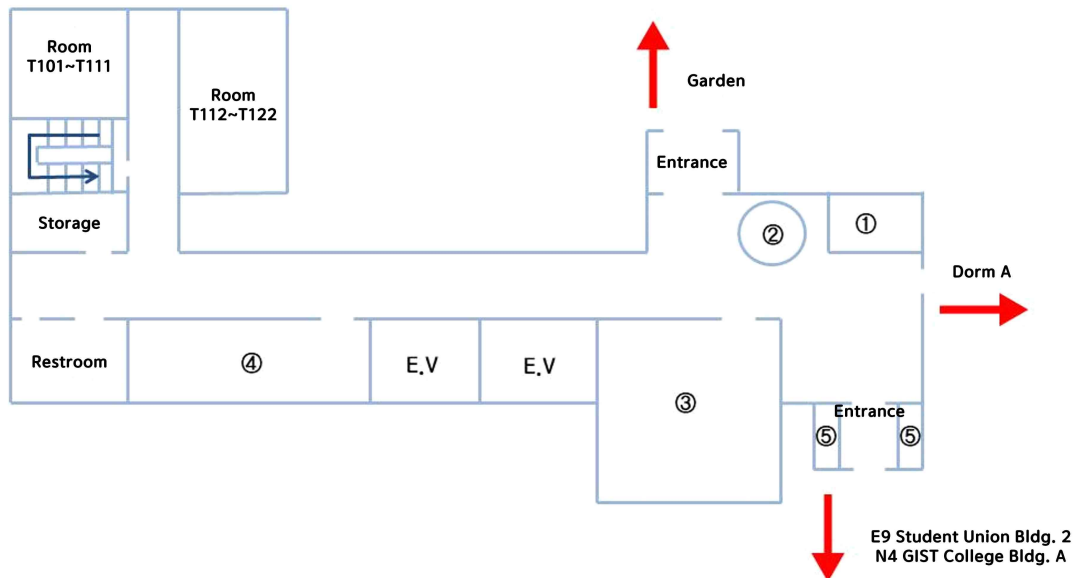
4. Student Lounge

- a) A space for relaxation while using a studying room.
- b) There is a table and sofa.
- c) Eating is allowed as a rest area.

5. Relaxation Deck

- a) An open-air rest area
- b) Available 24 hours a day.

D. Dorm B 1st floor



1. Mailbox

- There are mailboxes for all rooms in Building B.
- The package is stored in the delivery room on the 1st floor of dorm A.

2. Lobby

- Sales of beverages through vending machines.

3. Haedong Academic Information room(Seminar Room)

- A place for various student councils, clubs, and small group meetings/group assignments.
- Open at all times and study freely except during regular reservation times.
- Book rental and computer available.
- Free discussion and conversation, but no excessive disturbance should be refrained from disturbing students living on the first floor.
- Available checking or making temporary/regular reservation time

on the GIST HOUSE site.

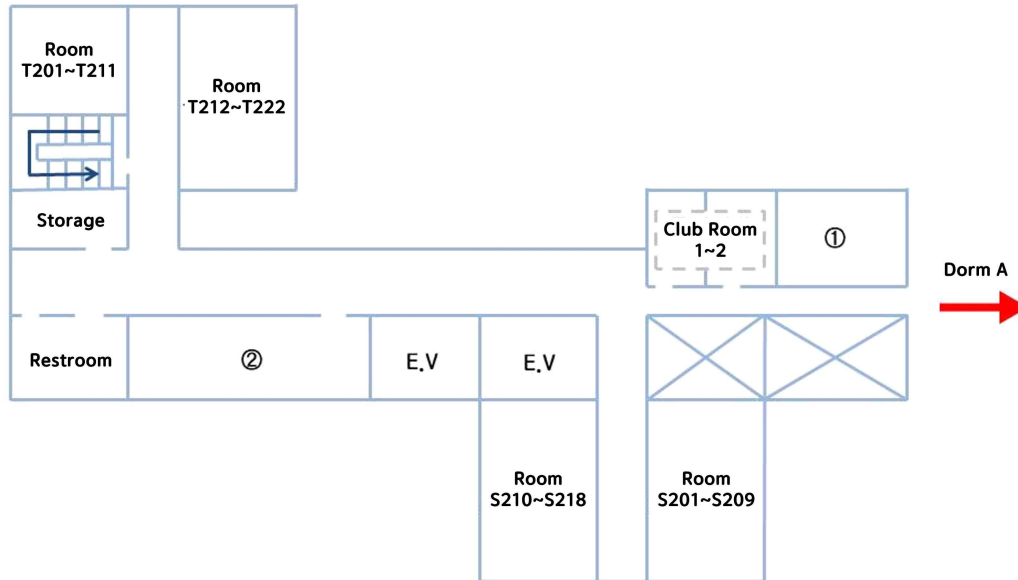
4. Cafeteria

- a) There is microwave and table.
- b) Resting place where food can be eaten.

5. Deliver Geek Lockers

- a) A place to receive food ordered through Deliver Geek.
- b) Deliver Geek is a delivery app started by a GIST student. After ordering, you must receive food at a specific time according to instructions (lunch: 12:05 arrival, dinner: 18:05 arrival)

E. Dorm B 2nd floor



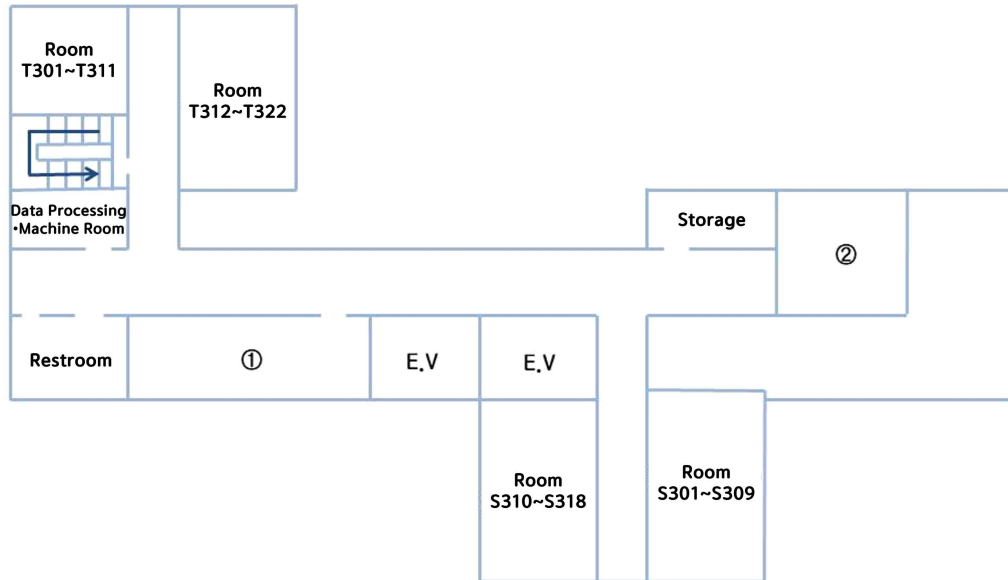
1. Laundry Room

- a) Men's/women's laundry room separated.
- b) Top-loading and front-loading washer provided.
- c) Equipped with drying rack, ironing board and ironing beach.
- d) Use your own laundry basket, detergent, or fabric softener
- e) Bring a personal basket and use it in front of the washing machine and drying rack - Without a washing basket, there is no place for the next user to put clothes that have been washed or dried.
- f) Washing machines or dryers use other people's finished laundry in the basket in front of the machine. (use it in an empty public basket when the basket is not in front or above)
- g) Since it is a place to wash other people's clothes, use an external laundry shop for shoes or very contaminated laundry. (use an internal laundry consignment company in the community room on the 1st floor of dorm A)
- h) Lab clothes cannot be washed.

2. Meeting Room

- a) Resting place where food can be eaten.
- b) Place for various private gathering. (birthday parties, etc)
- c) Room where you can take off your shoes and have a sitting table.
- d) Similar to the student lounge of dorm A.
- e) Printer provided. (printing and scanning possible, fax not possible)
 - (1) Please bring your own A4 paper.
 - (2) Printing of 40 or more sheets must be done at the library.

F. Dorm B 3rd floor



1. Meeting Room

- a) Available without reservation.
- b) Eating is allowed.

2. Study Room

- a) There are desks and chairs for study.
- b) Available 24 hours a day.
- c) Put in a yellow basket at the entrance when removing unoccupied luggage.

G. Dorm A, B, 1st basement floor

1. Underground Practice Room

- a) There are both Building A and B.
- b) Available 24 hours a day. Please don't use it at the night time for the residents.
- c) Available without reservation.
- d) Before use, you must undergo user registration procedures from the dormitory manager.
- e) There are various instruments such as microphones, pianos, drums, etc.
- f) Difficult to use during club use time.
- g) Can also be used by general students other than clubs.

H. Precautions when using major facilities

The table below summarizes the availability of eating and drinking at major facilities within the dormitory. Please be sure to refer to the information in the table when using the facility, and keep in mind that if you violate it, you will be penalized according to the university dormitory rules.

			Reservation Required	Conversation	Eating	Drinking
Building A	1 st floor	Vending machine & Kitchen	X	O	O	O
		Community Room	X	O	O	O
		Studnet Lounge	X	O	O	O
	2 nd floor	House Association Room	X	O	O	X
		House Lounge	X	O	O	O
		Yoga Room	X	O	X	X
		Discussion Room	O	O	O	X
	3 rd floor	Student Lounge	X	O	O	X
		Study Room	X	X	X	X
		Relaxation Deck	X	O	O	X
		Computer Room	X	O	X	X
Building B	1 st floor	Cafeteria	X	O	O	O
		Haedong Academic Information room (Seminar Room)	O	O	X	X
	2 nd floor	Meeting Room	X	O	O	X
	3 rd floor	Meeting Room	X	O	O	X
		Study Room	X	X	X	X

I. Microwave place and rules of use

The table below shows where microwaves are located in the dormitory. To ensure student safety and cleanliness, a HOUSE member inspects the

condition of the microwave once a week. It was established in 2018 after discussion with the HOUSE advisor and dean, and microwavs are collected in case of safety accidents such as fires or students suffering from bad odors due to uncleanliness. Therefore, before using a microwave, please read the microwave rules of use below and use it in accordance with the rules.

1. Microwave place

	floor	place	count
Building A	1	Kitchen	2
	3	Student Lounge	1
	5	G House (space next to the elevator)	1
		I House (space next to the elevator)	1
Building B	1	Cafeteria	1
	4	space in front of the elevator	1
	6	space in front of the elevator	1

2. Microwave rules of use

a) Before using

(1) Check the container and contents.

- (a) To prevent fire, make sure the container is suitable for microwave use.
- (b) If food smells, please cook it in the kitchen on the 1st floor of dorm A or the cafeteria on the 1st floor of dorm B, which have ventilation facilities.

b) While using

(1) When operating the microwave, please remain seated to prevent safety accidents.

- (a) When you leave the room even if the microwave is running, the next user may remove food and use it.

c) After using

(1) Check for food splashes and wipe the surrounding area clean with a wet tissue or tissue.

- (a) Food or grease left in the microwave that has not been cleaned will burn and produce an odor. Clean the entire inside of the microwave, including the turntable.
- (b) Microwave ovens are inspected once a week, and if they fail the cleanliness inspection twice, the microwave oven on that floor will be recalled.

(2) Leave the microwave door slightly open to remove steam and open nearby windows for ventilation.

- (a) If the smell spreads into the dormitory hallways, other people may find it unpleasant.

(3) Please throw away any food you have eaten in the food trash can.

(a) Food waste is not regular trash, plastic, bottles, or paper. Please dispose of any leftover food in the food waste bin at the outside garbage disposal.

II. TIPS for the college life!

Now that you've explored the facilities within the dormitory, we would like to provide you with some helpful tips for a successful college life. Please read through the essential information carefully!

A. About the use of trash cans

1. Waste separating is mandatory.
2. Refer to posters located behind the trash bins on each floor for separating waste.
3. Garbage bins are not emptied on weekends; therefore, throw away the garbage disposal during weekdays.
4. Food waste must be disposed in outdoor food waste bins.
5. Large items such as delivery boxes, food containers, and bulky trash must be disposed of at the recycling stations outside the dormitory, not in indoor trash bins. (For dorm A, the recycling station is located behind the dormitory; for dorm B, it is located past the bicycle storage area)
6. Trash can OUT policy
 - a) Purpose: The aim is to alleviate the recurring issue of overflowing trash cans on weekends, a persistent problem within the dormitory.
 - b) Trash can OUT criteria
 - (1) No garbage on the lid & surrounding floor of the trash can
 - (2) Trash can lid must be properly closed without lifting or detaching from the body
 - (3) Even if one of the 4 trash cans does not meet the criteria, it is considered OUT
 - (4) In the case of cumulative 2OUT, trash cans are OUT from Friday morning to Monday morning (Even if it is no consecutive times, if it has accumulated 2 times since the first implementation of the trash can 2OUT system)
 - (5) If trash can is removed with accumulated 2OUT, the OUT is initialized

- (6) (Exception) If OUT again on the Sunday of the week the trash can is restored, 2OUT is not applied and the trash can is removed immediately on Friday morning of that week
- (7) Trash can inspection every Sunday 10:00pm. If there is a successive holiday, the inspection is the last day of the holiday 10:00pm.

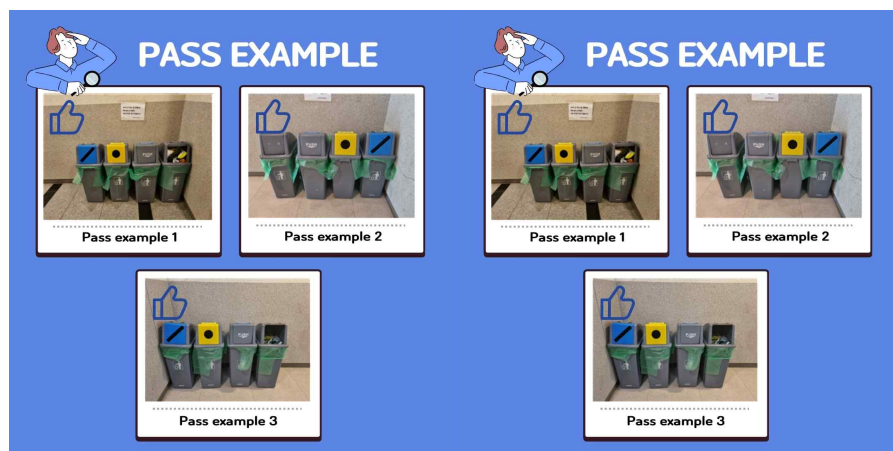
c) Example

OUT Policy Example

PLEASE CHECK!

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1 2out
2	3	4	5	6 Remove trash can	7	8
9 Restore trash can	10	11	12	13	14	15 OUT
16	17	18	19	20 Remove Trash can	21	22

OUT policy Example 1: Please check 2-4



OUT policy Example 2: Please check criteria

B. How to use the warehouse

- Locations: One in the basement of the dorm A, one on each of floors 1 through 6 in the dorm B.

2. Unable to store items in the warehouse on the 3rd floor of the dorm B
3. Maximum Items and Types Per Person: Up to 3 boxes (size no larger than box No. 6(520*480*400)) / one refrigerator in acceptable condition as specified in the manual (refrigerators can only be stored in the basement warehouse of dorm A; not available in dorm B's warehouse).
4. Storage Procedure
 - a) Bring items to the warehouse during office hours (or equivalent during semester).
 - b) Submit a pledge form, confirm the number of items, affix a sticker, and store items in the warehouse as directed by the HOUSE dormitory student council.
 - c) Retrieve items within the period stated on the pledge form. (Items cannot be stored for students on leave or graduates; unclaimed items may be auctioned or disposed of.)
 - d) Access the manual containing storage procedures, pledge forms, and warehouse opening dates on the HOUSE website.

C. How to receive and deliver mail

1. ENG University Address: 123 Cheomdangwagi-ro, Buk-gu, Gwangju Metropolitan City, / zip-code: 61005
2. KOR University Address: 광주광역시 북구 첨단과기로 123 / 우편번호: 61005
3. Include "Student Dormitory + Room Number" in the address to collect parcels from Dormitory Building A Parcel Room (alternatively, Student Dormitory, University Dormitory, or E11 are also acceptable).
4. Parcel dispatch address format example :
 Gwangju Metropolitan City, Buk-gu, Cheomdangwagi-ro 123
 (Gwangju Institute of Science and Technology) Student Dormitory
 A Building G301 (Please accurately specify your residence building and room number).
5. Cash-on-delivery parcel delivery method: : Write your name and

address, recipient's address on the parcel box, then place it in front of the red mailbox in the lobby of Building A, 1st floor.

D. About moving-out inspection

1. Subject: Students who move or leave the room during the moving-out period (even if only one resident is leaving and the others are remain, the room is subjected to the inspection)
2. Application method: Fill the Google Form which is informed in the Ziggle (This Ziggle notice will be informed within 1 week before the moving-out period)
3. Inspection standard: This is uploaded on the GIST HOUSE website
 - a) All residents are leaving: Standards in general moving-out checklists
 - b) Some residents remain: Standards in only-one-moving checklists
 - c) There are some pictures that former students were used to fail. Please be aware of these things when you are cleaning for the inspection.
4. Inspection procedure
 - a) If you are ready for the inspection, apply the inspection by Google Form from Ziggle. (First application should be applied at least 1 hour before the inspection time.)
 - b) Check the spreadsheet to see if it has been submitted properly. (If it has not been registered properly even after the reload, please apply again.)
 - c) The inspection will be on time and check your room with the checklist which is the same as in the GIST HOUSE website.
 - d) If you pass all the standards, you can leave the room after granting few requests of the inspector.
 - e) If you fail the inspection, the inspector will tell you the unpassed parts. Then you should clean up that part and re-apply the inspection by the same Google Form. If you pass the re-inspection, take same procedure as c). (The inspection is limited for 3 times. If you don't pass the inspection within 3 times, you are deemed to

have not been inspected and get penalties.

5. Penalty

a) If you don't take or pass the inspection, you will get penalties below.

(1) Total 12 penalty points (reasoned by #17, #22 in the penalty point standard)

(2) No deposit recovery

b) More detailed information can be found in the relevant Ziggle notices which will be informed within 1 week before the moving-out period. Please read those relevant notices carefully so that there will be no disadvantages.

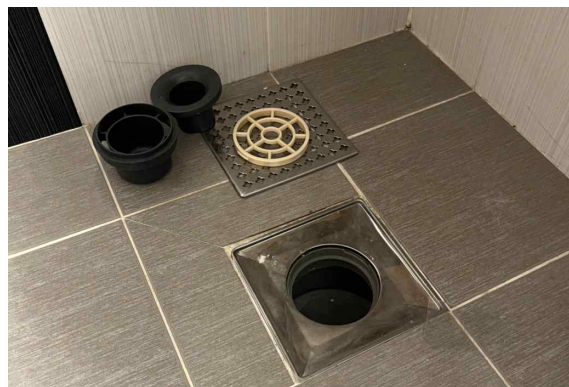
E. Factors that are mainly pointed out during the dormitory check-out inspection and how to clean up

1. Bathroom

a) Bathroom shower booth scale - Clean with a magic sponge



b) Clean the sewer - You can remove the sewer lid, so you have to clean the hair after removing it



c) Toilet cleaning - Bidet can be removed, so you need to clean the

area between the toilet and the bidet after removing the bidet

2. Air conditioning filter

a) Clean in the order of the pictures below

Lv. 1 에어컨 확인하기

Check the air conditioner



각 방 천장에 달려있는 에어컨을 확인하셨나요?
그렇다면 붉게 표시된 부분에 있는
세 개의 PUSH 버튼을 확인해 주세요.

Did you check the air conditioner on the ceiling of each room? If so, please check the three PUSH buttons on the red marked area.

Lv. 2 뚜껑 열기

Open the lid

PUSH 버튼을 누르면
에어컨 뚜껑이
열립니다.

Press the PUSH
button to open
the air
conditioner lid.



Lv. 3 필터 분리

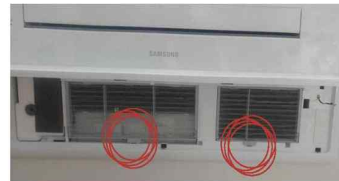
Filter separation

Lv. 2 뚜껑 열기

Open the lid

양 쪽 구석에 있는
연결고리를 떼면
에어컨 뚜껑 분리가
완료됩니다.

Disconnect the
connections on
both corners to
complete the air
conditioner lid
removal.



한 대의 에어컨에는 두 개의 필터가 존재합니다.
붉게 표시된 부분에 있는 PUSH버튼을 눌러
필터를 분리해 주세요.

There are two filters in one air
conditioner. Please remove the filter by
pressing the PUSH button on the red
marked area.

Lv. 3 필터 분리

Filter separation

**PUSH 버튼을 누르고
아래로 내리면
필터가 분리됩니다.**

Pressing the
PUSH button
and lowering it
down
disconnects the
filter.



Lv. 4 필터 세척 및 건조

Cleaning and drying filters

**이렇게 분리된 필터는 흐르는 물에 씻어
먼지를 제거해 주시면 됩니다.
방 안에 놔두시면 빠른 시간 내로 건조됩니다.**

The separated filter removes dust
by washing it with running water. It
dries quickly when placed inside a
room.

Lv. 5 재조립

Reassembly

**필터의 건조가 완료되면
앞에 했던 순서를 거꾸로 진행하여
에어컨 필터 청소를 완료해 주시면 되겠습니다.**

Once the filter is completely dried,
reverse the previous procedure to
complete cleaning of the air conditioner
filter.

3. Under the bed

- Push your bed next to your roommate's bed and clean where your bed was
- Clean up the trash pushed out after pushing your own bed back to its place
- Repeat until no trash comes out

4. The condition of having luggage in the room

- Unable to inspect, moving out inspection is only possible in the initial condition without all personal items and garbage

5. Initialize the door lock password

- Change the password according to the instructions on the door lock (ex. Initialization password for room 215: 0215)

F. A website that can answer any other questions you may have

- GIST KakaoTalk Channel

- a) Communication window of the HOUSE dormitory student council to receive inquiries or complaints about dormitory life and other matters
- b) Available Time : 9:00~24:00
- c) Available tasks: Important notices related to receiving complaints related to GIST dormitory, moving out inspection, office hour, using ware, etc

III. The rules of living in the dorm

GIST College HOUSE dormitory student council has set a code of conduct that dormitory residents must follow. Those who do not adhere to these rules may receive demerit points and disciplinary actions. On the other hand, residents who serve as a positive example for others may earn merit points and rewards. You can find the complete dormitory life rules on the intranet. To access it, go to the "Campus Life" section, then "Welfare/Housing Facilities," and then "Housing Facilities." Finally, click on the "Dormitory Life Rules" link at the bottom of the page to download the file.

A. Criteria for granting penalty points

Violation	Points
1. Criminal acts (arson, theft, sexual crimes, abetting, violence, etc.) 2. Failure to pay dormitory fees three or more times 3. Causing a fire (arson or negligence) 4. Gambling 5. Co-habitation with someone of the opposite sex 6. Failure to comply with disciplinary actions for 25 points or more	50
7. Entering the floor of the opposite sex without permission (both entrant and the person who provided access) 8. Deliberate spreading of viruses using the network, setting up and operating illegal file sharing servers, unauthorized use of IP, hacking, etc.	30
9. Smoking inside the dormitory (including terraces and balconies)	25
10. Entering a room without permission from the occupant	20
11. Unauthorized occupation and use of a room not assigned to you	10~20
12. Transferring room usage rights without permission from the dormitory department head	15
13. Bringing in and using hazardous items (flammable materials, heating appliances) without permission 14. Moving (swapping) rooms without prior approval 15. Smoking outside designated areas of the dormitory	10
16. Unauthorized commercial activities 17. Failure to follow move-in/move-out procedures (including maintenance checks) 18. Monopolizing a room through improper means	7
19. Keeping animals (including fish, reptiles, insects)	5

20. Taking dormitory property outside without permission	
21. Disturbing others with loud noise or excessive noise	
22. Poor cleanliness and organization of the room (leaving trash, etc.)	
23. Drinking alcohol in common areas without master's approval	
24. Failure to comply with legitimate instructions from staff and the HOUSE dormitory student council.	5~30
25. Disposing of trash outside designated areas	5
26. Allowing outsiders to stay overnight without prior approval from the HOUSE master.	7
27. Parking vehicles in undesignated areas	3
28. Unauthorized use of communal facilities (including leaving personal items)	
29. Not turning off power or cleaning up after using common areas	
30. Posting or not removing posters outside the designated posting period	
31. Posting unapproved posters	
32. Entering or exiting the dormitory through unauthorized means	
33. Other acts causing inconvenience to others in communal living	3~50
34. Obstructing or failing to comply with legitimate measures during crises such as natural disasters or outbreaks of infectious diseases	HOUSE master

*Violation 10: Demerit points and double the dormitory fee will be imposed.

*Demerit points for violations can be applied to all residents of the room, depending on the case.

*Additional demerit points may be added or subtracted at the discretion of the HOUSE master, depending on the severity of the matter.

*For Violation 34, the HOUSE master can establish and operate separate guidelines.

*For Violation 18, this includes cases where the violator under Violation 17 does not move out after the approval period expires.

*If a single incident corresponds to two or more of the above demerit criteria, each applicable demerit point will be imposed separately and summed.

1. Demerit points are imposed according to the above guidelines

2. Notification of demerit points will be sent via email, and objections

can be raised within a specified period (detailed instructions will be provided upon notification)

3. Students can check their own demerit points through the Student Team or HOUSE dormitory student council inquiries
4. Disciplinary actions will be taken based on accumulated demerit points (refer to the section below)

B. Details of disciplinary action based on penalty points

Penalty Points	Disciplinary Actions
All cases	· Issuance of a warning letter to the violator
10 points or more	· Submission of a written reflection
15 points or more	· Two hours of cleaning activities within the dormitory designated by the HOUSE dormitory student council (unpaid)
20 points or more	· Three hours of cleaning activities within the dormitory designated by the HOUSE dormitory student council (unpaid)
25 points or more	· Meeting with the House Advisor and Housemaster · One-month eviction (Residents wishing to stay during the disciplinary period may do so with Housemaster approval and by paying three times the regular dormitory fee)
30 points or more	· Four-month eviction (Residents wishing to stay during the disciplinary period may do so with Housemaster approval and by paying three times the regular dormitory fee)
40 points or more	· Seven-month eviction (Residents wishing to stay during the disciplinary period may do so with Housemaster approval an
50 points or more	· Permanent eviction

1. Disciplinary actions are implemented according to the above criteria based on the imposed demerit points
2. Failure to comply with disciplinary actions may result in permanent eviction or equivalent severe penalties through processes such as the House Operations Council
3. When receiving a higher level of disciplinary action, lower-level disciplinary actions must also be carried out
4. As a general rule, demerit points accumulate until graduation unless otherwise specified when the points are imposed
5. In addition to the above disciplinary measures, cases may be referred to a disciplinary committee if necessary.

C. Criteria for granting bonus points

1. Merits are awarded by the House Council based on the merit criteria.
2. Each merit point can offset 5 demerit points.
3. Rewards will be awarded based on the criteria for earning a specific number of rewards.

Merit Details	Merit
1. Those recognized as well-behaved by the House Supervisor, the House Council, and the administrative staff	Up to 3 points
2. Those who have made significant contributions to improving the studious atmosphere and environment of the dormitory	3 points
3. Those who have made significant contributions and achievements in House management and operation	
4. Those who are recommended by 20 or more residents during the semester and serve as a model for others	2 points

D. Caution

1. Failure to complete the check-out inspection will result in penalty points and the return of the deposit.
2. Smoking inside the dormitory will result in legal action in addition to demerit points, so please use the smoking booth located behind the dormitory.
3. Prohibited items inspections are conducted at least once per semester. Therefore, do not bring in electric heating devices such as a microwave oven (10 penalty points will be given for using prohibited items).

a) The following products are prohibited from usage for the safety.

Category	Heating equipment	Cooking equipment	Audio equipment	Lighting equipment	Other products	
Item	Electric blanket, Electric pad, Fan heater	Burner, Cooker, Coffee pot, Toaster, Microwave	Audio equipment	Video TV, Audio	Fan, Hair-dryer, Computer, Hair straightener, Refrigerator (1 below 150L in each room)	Electric cord
Possible for usage	Impossible	Impossible	Possible	Possible	Possible	Form approved item

4. Penalty point notices and appeals are sent via email, so be sure to check your GIST MAIL regularly to submit an appeal or reply to the penalty notice within the specified time limit (Failure to comply with disciplinary actions will result in additional 5 penalty points).

GIST:HOUSE

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