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| **Graduate School Dormitory Rules and Regulations** | **Section of Student Affairs(T.3602)** |
| 1. Prohibited Actions: Residents are prohibited from participating or committing the actions listed below within the dormitory. Violation may result in disciplinary action.  ① Transferring housing rights to another individual, providing lodging to outsiders, or other similar actions.  ② Arbitrarily moving rented items and equipment, and altering their original form and usage outside of their intended purpose.  ③ Bringing potentially dangerous items into the dormitory and using such items.  ④ Creating loud noises that disturb others.  ⑤ Misusing electric heaters, heating equipment, or cooking equipment. But an exception can be made for electric blankets turned on only for the purpose of heat therapy.  ⑥ Shameful acts such as theft, gambling, and profiteering.  ⑦ Intentional or negligent behavior that results in vandalism or arson.  ⑧ Disturbing the order in the dormitory or performing acts that demonstrate unacceptable behavior as a student.  ⑨ Smoking in the dormitory.  ⑩ Monopolizing a housing unit by assuming a false name or someone else’s name or making a proxy payment.  ⑪ Participating in criminal acts such as theft, violence, arson, and sex offenses.  ⑫ Drinking in a common-use areas at the dormitory.  ⑬ Interfering or not complying with the Institute’s appropriate precautions and  preventive measures in the case of natural disaster, epidemic outbreak, or other emergency.  ⑭ Creating discomfort or a disturbance to others.   * 1. Disciplinary Actions: Residents who violate the operational guidelines and dormitory rules and regulations may face a range of disciplinary actions from a warning to an order to vacate depending on the gravity of the violation.   - Disciplinary actions will be determined by the Dean of Student Affairs and Admissions.  - Refer to Appendix Chart 1 for details regarding disciplinary actions and penalty points issued for violations.  - In principle, penalty points are issued to the violator. However, if a particular violation was committed within a room and the identification of the violator is unclear, all residents of the room will be issued 70 percent of the applicable penalty points.  - Refer to Appendix Chart 2 for details on disciplinary actions based on accumulated  penalty points.  - Penalty points are cumulative for two-year intervals regardless of whether the  appropriate disciplinary action has been fulfilled or not.  - If a two-year interval ends during the disciplinary period, the disciplinary action will  remain in effect for the remainder of the disciplinary period.  - Aside from penalty point-based disciplinary action, a violation may be reported to a disciplinary committee if deemed necessary.  3. Rewards and Reward Points  - Reward points may be issued to residents with excellent conduct that set an example for others. The points may be used to cancel out penalty points.  - Refer to Appendix Chart 3 for the criteria on receiving reward points.  - Reward points become cumulative for two-year intervals.  - The dean of Student Affairs and Admissions decides on the course of action for other  matters. | |

[Appendix Chart 1]

**Criteria for Issuing Penalty Points**

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| **Violations** | **Points**  **Issued** |
| 1. Staring a fire (arson).  2. Serious acts of theft, violent behavior, sexual abuse, and vandalism of public property.  3. Serious acts of violent behavior under the influence of alcohol.  4. Not following the proper procedure for moving out (or for continued stay).  5. Sleeping with a member of the opposite sex.  6. 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.  7. Transferring housing rights without the approval of the dormitory attendant. | 50 |
| 8. Monopolizing a residence by using a false name, assuming the name of another individual, or making a proxy payment. | 40 |
| 9. Starting a fire (in the room)  10. Mild acts of theft, violent behavior, sexual harassment, and vandalism of public property.  11. Mild act of violent behavior under the influence of alcohol.  12. Mild 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.  13. Entering the room of a member of the opposite sex or allowing such person to enter.  14. Being behind for three or more dormitory payment fees.  15. Providing lodging to an outsider without approval from the dormitory attendant.  16. Smoking within the dormitory (room or building).  17. Serious acts of discarding repulsive items (e.g., vomit) outside of the designated area. | 30 |
| 18. Non-compliance or interfering with proper precautions and preventive measures by the Institute in the case of natural disaster, epidemic outbreak, or other emergency.  a. Very serious violation: 50  b. Serious violation: 30  c. Mild violation: 10 | 10 to 50 |
| 19. Causing intentional damage to common-use and rented items, taking such items outside of the building, or privatizing such items.  20. Taking or opening someone else’s mail without permission.  21. Bringing in an outsider without permission from the housemaster.  22. Being in possession of flammable substances or cooking equipment and using such items (cooking outside of the cooking facility).  23. Being in possession of prohibited electrical appliances or using such items (e.g., electric heater, flammable substances).  24. Negligent use of permitted electrical appliances. | 25 |

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| 25. Non-compliance with the proper procedures for moving in.  26. Mild acts of discarding detestable items (e.g., vomit) outside of the designated area.  27. Non-compliance with the instructions of the housemaster or house attendant.  28. Gambling (including actions that resemble gambling).  29. Arbitrarily moving into a different room without prior approval.  30. Poor state of cleanliness (inadequate cleaning and organization, not taking out the trash).  31. Occupying and using common-use facilities without permission (hallways, laundry rooms, rest areas).  32. Causing loud noises. | 15 |
| 33. Keeping an animal (includes fish, reptiles, and insects).  34. Disrupting a roommate’s sleep (working on the computer, gaming, listening to music, being on the phone, etc.).  35. Parking your means of transportation in an undesignated area.  36. Washing and drying things other than laundry in the laundry room (e.g., lab robes, shoes).  37. Failure to turn off the power for the air conditioner or other electric appliance before leaving it unattended.  38. Disposing of trash at an undesignated area. | 10 |
| 39. Creating inconvenience and discomfort to others at the dormitory. | 10 to 50 |

[Appendix Chart 2]

**Disciplinary Actions Based on Penalty Points**

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| Penalty  Points | **Disciplinary Action** |
| **15 or more** | ․ A statement of warning is issued to the violating resident. |
| **20 or more** | ․ A month of non-residency. (If the resident desires to remain at his/her residence during the disciplinary period, that person must get approval from the dean of Student Affairs and Admissions make payment equal to five times that of the normal dormitory fee.) |
| **25 or more** | ․ Three months of non-residency. (If the resident desires to remain at his/her residence during the disciplinary period, that person must get approval from the dean of Student Affairs and Admissions make payment equal to five times that of the normal dormitory fee.) |
| **30 or more** | ․ Six months of non-residency. (If the resident desires to remain at his/her residence during the disciplinary period, that person must get approval from the dean of Student Affairs and Admissions make payment equal to five times that of the normal dormitory fee.) |
| **40 or more** | ․ A full year of non-residency. (If the resident desires to remain at his/her residence during the disciplinary period, that person must get approval from the dean of Student Affairs and Admissions make payment equal to five times that of the normal dormitory fee). |
| **50 or more** | ․ Permanent exclusion from residency. |

[Appendix Chart 3]

**Criteria for Issuing Reward Points**

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| **Qualifications** | **Points Rewarded** |
| 1. Residents who have contributed to preventing or handling an accident. | 30 |
| 2. Residents recognized for greatly contributing towards creating a studious atmosphere. | 25 |
| 3. Residents recognized for great service towards dormitory management and operations (eg., reporting cases of possession of prohibited items or using such items, reporting occupancies of rooms without approval). | 20 |
| 4. Residents exhibiting a spirit of service or sacrifice.  5. Residents who use facilities and items conservatively and keep them well organized. | 15 |
| 6. Residents who set an example for others by maintaining order (recommended by the House Committee or housemaster). | 10 |

The Korean version shall always prevail in case of any discrepancy or inconsistency between Korean version and its English version.