

# Gonzaga Hall Bylaws for the General Room Residents

Enacted 2018.12.26

## Chapter 1 General Rules

### Article 1 (Purpose)

The purpose of this bylaw is to describe the specific principles and contents regarding operations for Sogang University Gonzaga Hall's (hereby referred to as Gonzaga) general rooms (hereby referred to as the student rooms).

### Article 2 (Regulations and Translations)

The bylaws will be written in Korean and then translated into foreign languages. If the translated material is unclear or if there is a possibility that it is translated different from the original Korean document, the original copy written in Korean will be the standard in these circumstances.

## Chapter 2 Community Members

### Article 3 (Dean)

1. The dean is appointed by the president
2. The dean is a representative of Gonzaga and has these following authorities:
  - A. The dean must select students and look after them according to the rules of operation, and must operate the dormitory according to annual operation plans that have been decided upon by the dormitory committee and approved by the president.
  - B. The dean commands and supervises the supervisors and takes care of the overall dormitory life guidance for the students.

### Article 4 (Dormitory Life Guidance Assistant)

1. The dean can have one male and one female supervisor as student guidance assistants and appoint one of the supervisors as the vice dean.
2. The vice dean is recommended by the dean and appointed by the president.
3. The dean can give the vice dean the authority to substitute the dean's duties and authoritative responsibilities regarding Gonzaga's guidance and administration management.

4. The dean can give supervisors the authority to substitute the dean's duties and authoritative responsibilities regarding Gonzaga's guidance management.

#### Article 5 (Management Administrative Assistant)

1. As the management administrative assistant, the dean can have a management office.
2. The service company under service contract with Sogang Gonzaga Hall, Limited operates and manages the management office.
3. The service company staff must abide by Gonzaga regulations and conduct operations according to their work manual.

#### Article 6 (Assistants)

1. The dean can recruit and appoint floor assistants, foreign language assistants, administrative assistants, and management assistants in order to aid students' dormitory life.
2. The dean can appoint assistants through the recommendation of the supervising office and the assistants will act according to the regulations set by the dean and can receive benefits for their participation.
3. The assistants will utilize the authority given to them by the supervising office in order to aid in relieving the office's workload.

Article 7 (Student Committee) The dean will respect the voluntary desires and activities of the student's in creating a student committee and shall give the necessary support needed for the committee's formation and maintenance.

#### Article 8 (Student Groups)

1. In order to invigorate the community life within the dormitory, the dean shall recruit or promote diverse student groups.
2. The representative and members of the student groups will participate in activities according to the regulations set by the dean and the students can receive benefits according to their activities.

#### Article 9 (Community Delegation)

The dean will encourage and support the composition of a community delegation comprised of assistants and student group representatives.

#### Article 10 (Dormitory Students)

1. A dormitory student is a student who resides in the dormitory during the semester (spring semester, summer semester, fall semester, winter semester) from the day of admittance to the day of departure, made possible by contracts and procedures that

allow them to live within the dorms.

2. The dormitory students have these following rights:
  - A. They have the right to request administrative management and dorm life guidance in compliance with the dormitory's rules of operation.
  - B. If there are enough dormitory students who speak a specific language, they have the right to request translations of the notifications within the dormitory.
3. The dormitory students have these following responsibilities:
  - A. They have the responsibility to understand and become familiar with the dormitory's notices and act as required by the administrative management and dormitory life guidance regulations.

#### Article 11 (Short-term Resident)

A short-term resident is a person who has gone through the necessary to procedures and contracts in order to reside for a short period of time with the purpose of temporary residence.

### Chapter 3 Gonzaga Committee

#### Article 12 (Gonzaga Management Committee)

1. In order to deliberate and decide upon the important matters of the dormitory management and administrative management, the dormitory will have a Gonzaga Management Committee (hereby referred to as the management committee).
2. The management committee will deliberate and decide upon these following matters:
  - A. Important dormitory management matters such as Gonzaga's annual plans or regulations and writing amendments of the bylaws.
  - B. Important administrative management matters such as the dormitory's budgeting and accounting matters and large-scale maintenance plans.
3. The management committee will be comprised in the following ways:
  - A. The management committee is comprised of one head of committee and no more than ten members
  - B. The management committee's head of committee is the dean. The vice dean, supervisors, head of administrative operations are official members. The dean can appoint other specific persons depending on the circumstances.
4. The convening and decision making of the management committee will take place as follows:
  - A. The dean can call for the convenience of the management committee when there is an important matter regarding the dormitory regulation and administrative management.

- B. The dean will have the final say in decisions after considering the debates of the registered members of the management committee
- 5. The minutes of the management committee meetings will be written up in the dormitory administrative office and will be kept by the dean.

#### Article 13 (Gonzaga Rewards and Punishments Committee)

1. In order to deliberate and decide upon important matters such as the dormitory students' reward and penalty points and disciplinary actions, the dormitory will have a Gonzaga Rewards and Punishments Committee (hereby referred to as the RP Committee)
2. The RP committee will consider and decide upon the following matters:
  - A. The giving out of reward and penalty points and other related important matters
  - B. Disciplinary actions toward dormitory students with a high number of penalty points and toward violators of the dormitory regulations.
3. The RP committee will be comprised in the following ways:
  - A. The RP committee is comprised of one head of committee and no more than ten members.
  - B. The RP committee's head of committee is the dean. The vice dean and the supervisors are official members. The dean can appoint other specific persons depending on the circumstances.
4. The convening and decision making of the RP committee will be as follows:
  - A. The dean can call for the convenience of the RP committee when there is an important matter regarding the giving out of reward and penalty points or taking disciplinary actions.
  - B. The dean must notify the student in question of the relevant issues up for discussion before the convening of the RP committee. Upon the wishes of the student, he/she will be given the opportunity to explain, justify, or defend him/herself and he/she must be notified of two methods of defense.
    - i. The student can submit a personally written statement (letter of explanation) before the convening of the RP committee.
    - ii. The student can have an individual meeting with the dean before the convening of the RP committee
  - C. If the student fails to submit a written statement (letter of explanation), the dean can open a RP committee meeting based solely upon the fact of infraction by the student.
  - D. In the instances in which students receive a large amount of penalty points at once due to a failure to follow the admittance and departure regulations or the dormitory schedules, it is not required for the student in question to submit a written statement or request an individual meeting with the dean in order to convene the RP committee.

- E. The dean will have the final say in decisions after considering the debates of the registered members of the RP committee.
  - F. The dean's decision (such as expulsion) must be implemented within 14 days of sentencing. The dean can extend or shorten this term upon considering the personal circumstances of the student in question.
  - G. The decision of the RP committee regarding the disciplinary actions taken against a student can be posted for public view, minus the specific identification of the student. However, if the student in question needs a protection of human rights, or if depending on the circumstance a victim does not desire the publication of the details pertaining to the decision, it cannot be publicized.
5. The minutes of the RP committee meetings will be written up in the dormitory supervising office and will be kept by the dean.

## Chapter 4 Cooperating with University-Affiliated Organizations

### Article 14 (Principles)

1. If there is a request from a university-affiliated organization, students from that organization can be given prior selection privileges, and the dean can entrust said organization's representatives with determining the scale of the number of students to be admitted via prior selection
2. The dean can ask of the organization to aid in the admittance and departure of the prior selection students and also with their dormitory daily lives. The representative of said organization can also ask of the dean to aid in the admittance and departure of the prior selection students and their dormitory daily lives.

### Article 15 (Method)

1. The dean decides the amount of students chosen through prior selection after considering the circumstances of the dormitory.
2. In the circumstance in which the organization representative is given authority, the individual in charge of the admittance selection must guide the students in the dormitory admittance and departure procedures along with the living guidance.

## Chapter 5 Admittance

### Article 16 (Admittance Qualifications)

1. The university's undergraduate students, graduate students, exchange students, and foreign students of Korean Language Institute are allowed to enter the general dorm rooms.
2. Students who are on a continuous leave of absence for three or more semesters or students who have completed their graduate coursework but have not registered for their thesis semester must submit a statement of reasons and receive the dean's authorization to remain in the dormitory.

#### Article 17 (Prior Selection)

1. If a university-affiliated agency requests it, the dean, upon considering the rules of operation, can grant specific students prior selection before admittance selections.
2. The students who can receive the prior selection from the dean is as follows:
  - A. Korean and foreign undergraduate freshmen chosen by the criteria of the admission's office
  - B. Sogang University's undergraduate and graduate foreign students.
  - C. Foreign students of the Korean Language Education Center
  - D. Foreign exchange students
  - E. Law School Graduate students
  - F. Dasoni students and Dasoni guide students
  - G. TAs and community activists who have received prior selection rights from the dean
  - H. Those who have received recommendations from advisors in affiliated agencies in which their academic abilities and research performance have been acknowledged by the dean.
  - I. Those besides the students listed above who have received prior selection rights from the dean according to Gonzaga regulations

#### Article 18 (Denied Admittance and Admittance Cancelation)

1. The dean can deny admittance or cancel admittance to specific students
2. Those denied admittance will continuously be banned from admittance without some sort of approval from the dean
3. Even after a student has been given prior selection or been admitted through regular selection means, if there is an instance that demands the denial of admittance or the cancelation of admittance, the dean can deny or cancel the admittance of said student.
4. The dean can deny or cancel admittance in the following cases:
  - A. Those who have received disciplinary action as severe or worse than limited suspension from Sogang University
  - B. Those who have been expelled from the dormitory by the dean
  - C. Those who have received severe penalties for not following the admittance and departure procedures or periods.

- D. Patients of infectious diseases or carriers of infectious diseases.
- E. Those who according to the dormitory regulations can have their admittance canceled or denied by the dean.

#### Article 19 (Admittance Limitations)

1. The dean can place limitations of admittance on certain students
2. A person with admittance limitations must have an individual meeting with the dean or a person appointed by the dean before applying for admittance
3. The dean can place limitations of admittance in the following cases:
  - A. Those who have received a high number of penalty points during their recent residency at Gonzaga
  - B. Those who have received disciplinary actions for failure to follow the admittance and departure procedures and periods.
  - C. Those who have been determined to have hardships living as a part of the community due to physical or psychological diseases.
  - D. Those who according to the dormitory regulations can have their admittance limited by the dean.

#### Article 20 (Admittance Procedure)

The admittance procedure is comprised of the admittance application, admittance selection, payment for fees, room designation, and admittance registration.

#### Article 21 (Admittance Applications)

1. Depending on the student's nationality and affiliation, the admittance applications are as follows:
  - A. Of the Korean undergraduates, foreign undergraduates, Korean graduate students, foreign graduate students, those who are enrolled and those who are on a leave of absence can personally apply through the Gonzaga homepage.
  - B. Of the foreign graduate students, Freshmen can apply through the graduate administrative office
  - C. Korean undergraduate freshmen and foreign undergraduate freshmen can apply through the administration's office.
  - D. Foreign exchange students can apply through the international department or through the affiliated graduate school.
  - E. Foreign students enrolled in the Korean Language Education Center can apply through the Korean Language Education Center.
  - F. Dasoni students and Dasoni guide students can apply through Gonzaga's homepage after they have submitted an applications list to the Support Center for Students with Disabilities.

2. The options for the admittance applications are as follows:
  - A. Spring semester applicants can choose from one of two options: the spring semester period or the spring and summer semester 9week period.
  - B. Summer semester applicants can choose from one of two options: three weeks of summer semester or 9 weeks of summer semester.
  - C. Fall semester applicants can choose from one of the same two options as spring semester applicants.
  - D. Winter semester applicants can choose from one of the same two options as summer semester applicants.

#### Article 22 (Admittance Selection)

1. The admittance selection process differs depending on the nationality and the affiliation of the students.
2. The admittance selection processes are as follows:
  - A. The admittance selection of Korean undergraduate freshmen and foreign undergraduate freshmen is conducted by the administration's office
  - B. Recipients of prior selection, with the exclusion of freshmen, need no other evaluations prior to selection besides reviewing disciplinary actions received in the past.
  - C. Excluding freshmen and recipients of prior selection, the comparative selection process is done through either evaluating the students' family circumstances or tallying up points by considering factors such as their academic grades, living area, reward and penalty points, and advantage points due to residence in the dorms.

#### Article 23 (Comparative Selection)

1. Comparative selection is done through two means:
  - A. Comparative selection among students from a low-income family
  - B. Comparative selection among students, regardless of family income, taking gender, affiliation, major, etc. into consideration.
2. Applicants can choose both means to apply or can choose solely the second option. Students who choose both options must submit forms requested by the dean in order to assess their family income status.
3. The residents chosen through the low-income comparative selection process can make-up up to 10% of the total students chosen through the comparative selection process. Further, the dean will decide the exact number of such residents each semester.
4. The comparative selection process that does not take into account the family income of the applicants ranks the applicants on a point system in which 10 is the highest score, taking into account the applicants' gender, affiliation, major, etc. The methods of score calculation for each category is as follows. If there is a tie between applicants, the order



of importance is as follows: academic grades, area of residence, reward and penalty points, and advantage points due to residence in the dorms.

- A. Academic grades (5points) : Principally the grades from the prior semester are taken into account, converted into a score in which 5 points is the highest. For students who went abroad as exchange students the prior semester or who are postponing graduation, therefore, have received no academic grades, the most recent grades received from Sogang University will be taken into account. For students who do not have any existing grade due to military enlistment in the first semester, or other reasons, will be given the average score of all relevant applicants.
- B. Area of Residence (2points) : For those living in the capital areas such as Seoul, Gyeonggi, Incheon, etc. they will be granted 0 points. For those living in partial capital areas (Yangpyeong, Yeoncheon, Icheon, Yeosu, Pocheon, Gapyeong), they will be granted 1 point. For those living in areas not mentioned prior (rural areas) or abroad, they will be granted 2 points. The address that will determine the area of residence for undergraduate students is the address registered on SAINT as the guardian's home address and for graduate students, it is the address registered as the guardian's home address on the resident registry.
- C. Reward and Penalty Points (2points): The reward and penalty points received during the applicant's most recent stay at Gonzaga will be taken into account. Students' scores will be determined by the formula " $P = \text{award} - \text{penalty}$ ", dividing their scores into specific rankings to award them from 0 to 2 points.
- D. Advantage points due to dormitory residence (1) : If a student has resided at Gonzaga for a period of 6 months during the spring and summer semesters (or the fall and winter semesters), or if the student has recently resided at Gonzaga for 9 weeks for summer or winter classes, they will be granted 1 point. If they resided at Gonzaga only during the spring semester (or fall semester) they will receive 0.5 points. If after their stay during the spring (or fall) semester and they extend their stay for 3 weeks of summer (or winter) courses, they will receive 0.8 points. Any other circumstance will grant the student 0 points. Especially if the student has departed the dormitory mid-way, they will receive no advantage points for residence in the dorms.

#### Article 24 (Payment of Expenses)

1. Students who have received approval of admittance must complete their payment during the allotted time period.
2. If the student fails to make the payment at this time, their admittance approval may be revoked.

#### Article 25 (Room Assignment)

Room assignments are completed before the admittance registrations are complete.

#### Article 26 (Admittance Registration)

1. Admittance Registration procedures are identical for all students.
2. Unless there has been some other approval by the dean, admittance registrations must be completed during the regular admittance period.
3. Resident students must submit documents requested by the dean in order to complete their admittance registration

#### Article 27 (Period of Admittance)

1. In principle, residents must be admitted during the regular admittance period.
2. Any admittance that occurs before this regular admittance period is called early admittance.
3. Any admittance that occurs after this regular admittance period is called delayed admittance. In order to be admitted as a delayed admittance, the student must submit documents requested by the dean and receive an approval within the deadline announced prior. The dean can cancel any unapplied delayed admittance resident.
4. Any admittance that occurs through additional selection processes after the regular admittance period is called additional admittance.

#### Article 28 (Short-term Resident Admittance)

The dean can determine separate procedures and documents necessary for the admittance of short-term residents.

### Chapter 6 Departure

#### Article 29 (Departing Procedure)

The departing procedure consists of a room inspection before departure and a return of the deposit.

#### Article 30 (Departing room inspection)

1. The condition of the room upon departure must be identical as the condition of the room upon admittance.
2. The departing room inspection will be done by the dean or a person appointed by the dean along with the departing resident.
3. After the departing room inspection, the resident cannot store luggage in the room or live in the dormitory, and must return their access card to the supervisor's office.

#### Article 31 (Receiving Deposit)

1. In the case of Korean students, the deposit will be returned through the account recorded on the departure confirmation document and in the case in which an account number has not be recorded on the document, the deposit will be returned through a refund account registered on the dormitory homepage.
2. In the case of foreign students, they must pick up the deposit from the Administrative office during work hours.

#### Article 32 (Period of Departure)

1. In principle, residents must leave during the designated regular departing period.
2. (Midway departure) A midway departure is any departure that is made between the regular admittance period and the "last day of possible midway departure." Those who wish to depart as midway departures must submit an application form a week prior to the last day of midway departures.
3. (Early departure) An early departure is any departure that is made after the "last day of possible midway departure," but prior to the regular departing period. Those who wish to depart as early departures must submit an application form a week prior to the desire departure date.
4. (Delayed departure) A delayed departure is any departure that is made after the regular departing period. Assistants who are needed to aid in departure operations may have a delayed departure. For other cases, students must submit an application form and receive the approval of the dean.
5. (Expulsion) The dean has the authority to expel violators of dormitory regulations. The dean also has the authority to remove residents as midway departures for the purpose of protecting the whole student community in the dorms.
6. (Departures without Notice) Those who leave the dormitory ignoring the departing procedures are called departures without notice. There are two types of departures without notice, early departures without notice and delayed departures without notice. A decision on whether or not a departure is categorized as a departure without notice is determined on the day of the regular departure period.

#### Article 33 (Short-term Resident's departure)

The dean can determine separate procedures and documents necessary for the departure of short-term residents.

#### Chapter 7 Dormitory Living Expenses

#### Article 34 (Dormitory Expenses)

1. Within the dormitory expenses, there can be an additional personal cost consisting of boarding fee, cost of meals, deposit fee, and residence fee during large-scale inspection periods.
2. All student residents must pay the boarding fee, cost of meals, and the deposit.

#### Article 35 (Boarding fee)

1. The boarding fee is calculated from the last day of the regular admittance period to the day before the regular departure period.
2. The boarding fee is determined after a deliberation by the dormitory committee and every year at the beginning of the fall semester, the fee is settled upon.
3. The boarding fee for delayed admittance is equivalent to the fee for regular admittance. There is no difference in payment for the delayed admittance. Furthermore, the total of meal costs and deposit amount is also the same.
4. The boarding fee for residents admitted through additional admittance is calculated from the day of admittance to the day before the regular departure period.
5. Delayed departees must pay additional boarding fees for the additional days they reside in the dormitory.

#### Article 36 (Costs of meal)

1. Depending on the contract between Gonzaga and the food company, there may be adjustments in the price of the meal and also in the method of how to obtain meals.
2. The student resident can choose the method of meal purchases.
3. Students cannot purchase meal plans in bulk with the other students. Further, individually purchased meal plans cannot be shared among the students.

#### Article 37 (Deposit)

1. The deposit consists of room inspection before departure fees following a departure without notice, loss and damages cost of room items, additional cleaning costs depending on the amount of cleaning necessary, and the penalty fee for cancellation of admittance.
2. In the case of admittance cancellation or other kinds of departure, the necessary costs will be deducted from the deposit and the remaining sum will be returned.
3. If the total compensation fee is greater than the deposit, the student resident must pay the difference no later than the day of departure.

#### Article 38 (residence fee during large-scale inspection periods)

The days of large-scale inspection periods are not counted as days of residence. Therefore, if

residents wish to stay at Gonzaga during large-scale inspection periods, they must receive an approval from the dean and sign a separate living contract and pay additional boarding fees.

#### Article 39 (Additional Personal Costs)

1. During the term of residence, including the periods of admittance and departure, residents must personally pay for various kinds of daily supplies they need that are not included in the shared facility and items.
2. If a resident uses electricity or running water excessively, Gonzaga can demand an additional fee to said resident
3. If a resident damages or causes a breakdown of shared facilities or items, Gonzaga can charge said resident for compensation fees
4. If there is an excess of trash or personal items even after the cleaning fee has been deducted from a deposit, Gonzaga can charge said student for additional cleaning costs.

#### Chapter 8 Refund Regulations

##### Article 40 (Refunds following cancellation of admittance)

1. Cancellation of admittance occurs in one of two ways:
  - A. Voluntary cancellation of admittance by the student resident
  - B. Cancellation of admittance by the dean for failures to follow the admittance and departure schedule
2. Refunds following cancellation of admittance occurs as follows:
  - A. If the student resident submits the necessary forms before the "full-refund cancellation" deadline, then the pre-paid boarding fee, meal plan costs, and deposit will be refunded in full.
  - B. If the cancellation of admittance occurs after the "full-refund cancellation" deadline but before the regular admittance period, then the pre-paid boarding fee and the cost of meals will be refunded in full. The deposit is nonrefundable at this point.
  - C. If there is a failure to follow admittance procedures without some approval by the dean, the boarding fee will continue to be deducted until the day the resident submits an admittance cancellation document. Any unused meal plan costs will be returned in full and the deposit is nonrefundable.

##### Article 41 (Refunds following midway departure)

1. Midway departures occurs in one of two ways:
  - A. Voluntary midway departure by the student
  - B. Midway departure determined necessary by the dean

2. In the instances in which the midway departure is voluntary, the refundable amounts are as follows:
  - A. There will be an additional 10-day boarding fee deduction from the remaining boarding fee.
  - B. 70% of the unused meal plans purchased at the time of admittance will be refunded.
  - C. The dean or a person appointed by the dean will inspect the room for loss and damages of items and also for additional cleaning costs if necessary and this amount will be deducted from the deposit before refund. If this amount is greater than the deposit, the student resident must pay additional costs to cover the difference.
3. In the instances in which the midway departure is determined necessary by the dean, the refundable amounts are as follows, based on the following examples:
  - A. In the case an epidemic is started (infectious disease, bedbug, etc) that prompts the midway departure of a resident, the dean can determine the amount of boarding fee, meal plan costs, and deposit that is refundable, regardless of whether or not the blame for the epidemic lies with the resident. If necessary, the dean can demand or give a compensation payment to the resident.
  - B. If the midway departure of a resident is brought on by the danger of either possible suicide or self-harm, the return policy for regular midway departures is implemented.
  - C. If there is a problem with the room assignment or conflict between roommates that lead to the midway departure of a resident, then the return policy for regular midway departures is implemented.
  - D. If a midway departure is brought on by a medical professional deeming it necessary for a resident to undergo surgery or to receive medical assistance as quickly as possible, the resident in question can request an adjustment of refundable fees and the dean will decide upon the amount.

#### Article 42 (Refunds following Early Departure)

1. Following an early departure, boarding fees and meal plan costs are nonrefundable
2. The dean or a person appointed by the dean will inspect the room for loss and damages of items and also for additional cleaning costs if necessary and this amount will be deducted from the deposit before refund. If this amount is greater than the deposit, the student resident must pay additional costs to cover the difference.

#### Article 43 (Refunds following Regular Departure)

Refund policy is identical to the policy following early departure

#### Article 44 (Refunds following Delayed Departure)

Refund policy is identical to the policy following early departure

#### Article 45 (Refunds following Expulsion)

Refund policy is identical to the policy following voluntary midway departures

#### Article 46 (Refunds following Departures without Notice)

1. Following a departure without notice, boarding fees and meal plan costs are nonrefundable
2. In the case of departures without notice, the cleaning costs will be deducted from the deposit. The dean or a person appointed by the dean will inspect the room for loss and damages of items and also for additional cleaning costs if necessary and this amount will be deducted from the deposit before refund. If this amount is greater than the deposit, the student resident must pay additional costs to cover the difference.

### Chapter 9 Compensation Policies

#### Article 47 (Basics)

1. Gonzaga does not compensate for personal damages that occurs due to natural disasters
2. Gonzaga does not compensate for personal loss or damages that occur due to the carelessness or negligence of residents. This especially includes lost items, moved items, handling abandoned items, handling found items, returning of mail and packages, etc. due to a failure to follow the safekeeping of goods and found items procedures.
3. Gonzaga does not compensate for safety accidents that occur through the fault or the negligence of residents.

#### Article 48 (Compensations Policies related to Admittance and Departures)

1. Gonzaga does not compensate for damages that may occur during irregular admittance and departures that depend on application and approval such as during delayed admittance, early departure, delayed departure, etc.
2. Gonzaga does not compensate for payments of transportation or personal items that do not take into account the admittance and departure period without some sort of approval from the dean
3. In the case of foreign students, they must collect their deposits during the administrative office's work hours. Any responsibility regarding the time spent waiting in line or damages that may occur because of this waiting lies with the students.
4. Gonzaga does not cover for funds necessary for residents to depart or for storage fees during large-scale maintenance periods because these maintenance periods are announced as a part of Gonzaga's annual schedule.
5. Gonzaga has no obligation to pack, move, or store the luggage of residents during admittance and departure periods. The residents are responsible for packing, moving, and

storing their own luggage, following the schedule of the dormitory.

#### Article 49 (Claims for Damages)

1. The dean is able to charge for claims of damages or take disciplinary actions toward residents in the following cases:
  - A. If a resident damages or causes a malfunction in dormitory facilities or shared items, or if they attempt to use said facilities or shared items exclusively.
  - B. If the student damages facilities or services that are provided by an organization in contract with the university, or if they prevent the services from being provided.

#### Chapter 10 Management Administration

#### Article 50 (Facility Inspection)

1. Gonzaga can have a maintenance period after the regular departure periods during the summer and winter semesters every year in for the purpose of general maintenance, repairs, and improvement of dormitory facilities. Students without special approval from the dean cannot reside in Gonzaga during this period
2. Gonzaga can do work on all rooms every semester for the purpose of general maintenance, repairs, and improvement.

#### Article 51 (Management of Safety)

1. The dean can carry out a fire safety education during admittance orientation or through other programs
2. The dean can carry out emergency preparedness training yearly at the start of the spring and fall semesters
3. The dean must take preemptive measures to prevent damages to other residents due to a suicidal or self-harming resident.

#### Article 52 (Hygiene)

1. The dean can request a medical report of residents being admitted to the regular dorms in order manage the hygiene of the dormitory.
2. The dean can carry out measures to prevent the spread of epidemics in the dormitory facilities and the rooms
3. In the case of an outbreak of infectious disease, the dean must notify the relevant Sogang University organization and take necessary measures following.

#### Article 53 (Emergency Situations)

1. The dean can ban individuals that attempt to trespass into the residents' living areas.



2. The dean can compile an emergency contact list of government agencies, Sogang University's affiliated organizations, diplomatic offices of foreign students, guardians of Korean students, etc. in order to prepare for states of national emergency (war, radioactive leak, earthquake, flood, etc.)

#### Article 54 (Outside Visitors)

1. Relatives of residents can visit the living space of said residents only after submitting an application and their identification card and getting authorized in advance by either the dean or by a person appointed by the dean.
2. Unrelated visitors of residents must receive an approval from the dean in order to visit.
3. Relatives or nonrelatives of the opposite gender visiting residents in their resident floors must have an approval from the dean.

#### Article 55 (Family Room)

1. Relatives of residents can reserve and use a family room in Gonzaga.
2. The dean can decide upon a maximum usage period of family rooms per resident.

#### Article 56 (Personal Information)

1. Personal Information defined by the dormitory regulations are as follows:
  - A. Information submitted or registered during admittance applications or admittance registrations
  - B. Records of admittance logs, entrance logs, reward and penalty point information, etc. recorded in the dormitory computerized system during the residency.
  - C. Any information recorded in and outside of the facility (CCTV) installed in order to manage the dormitory.
2. When necessary, the dean, or a person appointed by the dean, may peruse, access, and process personal information (staying within the limits of set access ranges) if it is needed to complete work regarding dormitory regulations and management administration.
3. Resident students can exercise rights relating to the personal information protection act regarding their personal information.

#### Article 57 (CCTV)

1. The dean, or a person appointed by the dean, has the authority to access CCTV records in order to achieve necessary work regarding dormitory regulation and management administration.
2. Perusal of CCTV records must only occur after submitting a request document with the approval in the form of writing from the dean. However, in the case of an emergency, such as trespassing, in which the perusal occurs before the approval, the one who viewed the records must receive a written approval from the dean and report the contents of the

perusal after the incident.

3. Residents can make requests to view CCTV records. The method of perusal and instances in which it is allowed are as follows:
  - A. CCTV perusal request documents are made out to the dean through the supervising office.
  - B. If an item that has been stored in an allowed storing area but has gone missing, residents can submit a CCTV perusal requesting document (complete with the specific location, date, and time) to the dean and wait for its approval.
  - C. CCTV perusal is not allowed in cases in which an item not being stored in an allowed storing area goes missing. However, in instances in which an item placed in a communal area for a short amount of time is stolen or if the dean has given special approval to store an item in a place that is not an allowed storing area, CCTV perusal is possible
  - D. After perusal of a specific CCTV record by the dean, the resident will be notified of its contents by the dean or by a person appointed by the dean and if necessary, the resident can personally peruse the related video as long as the person in charge of CCTV records is in attendance.

#### Article 58 (Portrait Rights and Copyright Laws)

1. During residents' stay at Gonzaga, the dean has the right to use images or videos of unspecified residents without having to receive individual permission of those in the images for the purpose of guidance and publicity. However, if the images or videos are of a specific individual, it cannot be used without the individual's permission, and also, even if the images and videos are of a group of unspecified individuals, if the usage of the images and videos will be a definite invasion of rights of those pictured, they cannot be used.
2. The dean has rights over individual or group ideas that arise from Gonzaga programs, output that is a result from residents' contest exhibit participation, or results or ideas that arise from programs run by the diverse Gonzaga affiliated organizations. However, it is necessary for the dean to guide (or notify) all participants about the copyright of all Gonzaga contest exhibits, programs, or Gonzaga-affiliated selecting and processing procedures.

#### Article 59 (Item Storage)

1. Residents cannot store personal items in areas besides their personal rooms, appointed mailboxes, and shared refrigerator due to reasons of fire prevention, the installation and management of fire protection systems, safety management, emergency evacuation, aesthetic visual of the dormitory, etc.
2. The dean can permit residents to store personal items in a specific location for a specific

amount of time in stances of large-scale inspections or other instances regarding dormitory management.

3. The dean has the right to move all items left inside or outside the dormitory that have the danger of causing fires, safety accidents, evacuations, or damages to the aesthetics of the dormitory to be stored in a different location, and after a certain period of time, to be discarded, all without the permission of the owner of said items.

#### Article 60 (Found Items)

1. If a resident finds a lost item, they must personally return it to the owner or submit it to the dean or a person appointed by the dean.
2. If the owner does not claim the item for a specified amount of time, the dean can discard of the item.

#### Article 61 (Mail and Packages)

In order to aid the dormitory life of the residents, the dean can manage mail and packages that have been sent to Gonzaga's address.

### Chapter 11 Reward and Penalty Points Regulations

#### Article 62 (Drawing up Reward and Penalty Points Regulations)

1. The reward and penalty points regulations must be drawn up according to Gonzaga's rules of operation
2. The dean has the authority to create, abolish, and change reasons for granting reward and penalty points after considering the diverse events and issues that occur within the dormitory
3. The details of the reward and penalty points regulations follow the Gonzaga living guide.
4. As long as the dean does not violate the dormitory rules of operations, he can create temporary living regulatory rules that is not encompassed by or different to the living regulatory rules in existence. However, without the approval of the dormitory committee, the temporary living regulatory rule is limited to a period of one year.

#### Article 63 (Application of the Reward and Penalty Points Regulation)

1. The dean, or a person appointed by the dean, must consider the reward and penalty points regulations, the standard chart, importance of specific matters, all together before applying reward or penalty points
2. The dean can reward residents for participating in dormitory schedules and programs and also give them diverse benefits. The dean can also take disciplinary action against residents who have received penalty points during their stay at the dormitory depending

on the degree and content of the penalties.

3. The dean can send a student who has violated dormitory regulations or received a large amount of penalty points to the RP Committee.

#### Article 64 (Reasons for Disciplinary Action)

The dean can enact disciplinary actions against residents such as expulsion, banned entry, and cancellation of admittance. The residents in which these disciplinary measures can be taken are as follows:

1. Those who possess or use forbidden products within the dorms
2. Those who break regulation (do banned actions) within the dorms
3. Those who severely violate admittance and departure regulations
4. Those who violate the individually composed written oath or agreement forms
5. Those who receive a large amount of penalty points.
6. Those who deliberately lend their access cards to someone else, those who use a found access card that does not belong to them, those who give access cards to a 3rd party not approved by the dean or by a person appointed by the dean, and those who forge an access card
7. Those who violate entrance regulations of the living areas
8. Those who arbitrarily change their assigned rooms
9. Those who purposefully violate regulations regarding dormitory facilities or shared items
10. Those who refuse mutual effort after a conflict between roommates
11. Those who act in ways that instills repulsion, fear, or shame to many residents in shared areas.
12. Those who murder or physically assault others, or threaten to murder or physically assault others.
13. Those who do not follow reasonable directions of the dean, dormitory regulations assistant, or the management administrative assistant
14. Those who slander Sogang University or Gonzaga with false information
15. Those who instigate violations of Gonzaga regulations
16. In the instances of spring and fall semesters, those who are repeatedly absent to the occasional floor meetings or room inspections
17. Those who the dean deems necessary to separate from the Gonzaga community for the greater good of all (ex: rapists, murderers, thieves, etc.)
18. And those who undergo other severe violations of regulations.

#### Article 65 (Reasons for Light Disciplinary Action)

The residents in which the dean can impose light disciplinary actions against such as imposing penalty points are as follows:

3. Those who violate admittance and departure regulations

4. Those who do not attend mandatory dormitory schedules
5. Those who violate the overnight regulation
6. Those who violate curfew
7. Those who fabricate a false entrance log after losing or not having their access card on their person
8. Those who do not claim their mail or packages for a long period of time
9. Those who bother other residents with loud noise, stench, poor cleanliness, etc.
10. And those who undergo other light violations of regulations

#### Article 66 (Reward Points)

The dean, or a person appointed by the dean, can award reward points to the following individuals:

1. Those who raise the reputation or status of Korea, Sogang University, or Gonzaga by participating in international organizations and agencies, Korean government or local government, or domestic or international university activities and programs.
2. Those who serve others by participating in domestic or international charity events or volunteer work.
3. Those who volunteer to help dormitory residents
4. Those who present constructive criticism for the betterment of Gonzaga
5. Those who participate in dormitory schedules, programs, and contests in which it has been announced prior that reward points will be granted to those participating
6. Those who aid the dean or a person appointed by the dean in fulfilling necessary measures regarding Gonzaga's management and life guidance policies.
7. Those who have been suggested by an assistant to receive reward points
8. And those who have been deemed by the dean, or a person appointed by the dean, to have contributed to some sort of benefit not listed above for other people

#### Chapter 12 Regulations for Consideration

##### Article 67 (Purpose)

Considering the diverse nationalities, cultures, languages, values, affiliations, academic environments, etc. of the residents, it is definite that it is impossible to aid the whole community under the same, uniform set of regulations. Therefore, as long as the dean does not violate Gonzaga's rules of operations, the dean can introduce regulations for consideration in order to be considerate to the diverse backgrounds and factors that affect the residents in the dormitory.

##### Article 68 (Composition)

The regulations for consideration will be composed by the dean and the affiliated organizations in which the residents in question are a part of, or with the representatives of said organizations.

#### Chapter 13 Consent forms and Notices

##### Article 69 (Consent forms)

The dean can compose a consent form in accordance to Gonzaga's regulations and rules of operation and require residents during the admittance registration procedure to consent.

##### Article 70 (Notice)

The dean can compose a notice in accordance with the dormitory regulations, rules of operations, and life guidance guidelines, and distribute the notice.

#### Chapter 14 Bylaw Amendment

##### Article 71 (Bylaw Amendment)

1. The dean can request an amendment of the bylaws
2. The bylaws are amended through the decision of the dormitory committee

##### Subsidiary law (2018.12.26)

This bylaw will be executed from 2018.12.27