

Living Guide for Residents of Gonzaga's General Rooms

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Chapter 1 General Rules

Article 1 (Purpose)

The purpose of this living guide is to describe the specific methods and procedures of the dormitory life guide for the students and short-term residents residing in Sogang University Gonzaga Hall (hereby referred to as Gonzaga)

Article 2 (Translation of the Regulations)

The living guide is written in Korean and then translated into foreign languages. Therefore, if there is ambivalence in foreign translations or if the meaning has changed from the original Korean document, the original Korean content will be upheld.

Chapter 2 Admittance

Article 3 (Admittance Procedure)

1. The admittance procedure consists of application of admittance, admittance selection, payment of fees, room assignment, and admittance registration.
2. The regulations for application of admittance, admittance selection, and payment of fees follow Gonzaga's regulation bylaws.

Article 4 (Room Assignment)

1. The dean of Gonzaga (hereby referred to as the dean) can survey the residents' life styles and roommate preferences prior to room assignment in order to create a more comfortable dormitory experiences for the residents.
2. For residents chosen through additional recruitment after room assignments have been completed may not receive this life style and roommate preference survey.
3. Not all preferences of each individual resident may be reflected when assigning rooms due to the population of the entire residents and the differences in each individual's culture, language, values and lifestyle.

Article 5 (Admittance Registration)

1. The admittance registration procedure is as follows:
 - A. Residents of regular admittance must visit the admittance desk during their specified times within the regular admittance period. Residents of delayed admittance must visit the admittance desk at the time and date specified by the dean.
 - B. At the admittance desk, each resident must fill out and submit the necessary documents for admittance registration and must receive an access card before going to their assigned rooms.
2. The necessary documents for admittance registration are as follows:
 - A. A medical report (proof from a doctor that the resident in question does not suffer from tuberculosis issued within the last 6 months)
 - B. Admittance agreement form
 - C. Other agreement forms (only specified residents must submit these forms)
3. Points of notice during admittance registration are as follows:
 - A. Those who do not submit a medical report cannot receive access cards nor enter their assigned rooms. Further, admittance through the Gonzaga gate (speed gate) is also restricted.
 - B. The dean can cancel the admittance of those who do not submit a medical form within the regular admittance period or within other specially approved periods.
 - C. Those who do not recognize and abide by the admittance registration period that have been announced prior to the date will receive penalty points in accordance to regulations

Article 6 (Early Admittance)

No resident can be admitted on early admittance except for assistants who are needed for business related to admittance.

Article 7 (Delayed Admittance)

1. In principle, residents must be admitted during the regular admittance period
2. In order to be admitted on delayed admittance, residents must submit and receive an approval on documents requested from the dean before the regular admittance period, the dates of which are announced in advance.
3. The dean can cancel the admittance of delayed admittance residents who have not applied for delayed admittance
4. Cases admissible for delayed admittance are as follows:
 - A. Participation in Sogang University's regular course of study programs
 - B. Family event
 - C. And other cases acknowledged by the dean
5. The application and approval for delayed registration are as follows:

- A. Application for delayed admittance must be completed a week before the regular admittance period. Residents must submit documents that prove their reasons for delayed registration along with their application forms.
 - B. In cases of occurrences of unpredictable events such as a death in the family, residents can submit the necessarily application forms and evidential documents up until the day of regular admittance.
 - C. Following the approval of the dean, the resident can be admitted on different date and time specified by the dean.
6. The penalties of delayed admittance are as follows:
- A. All residents admitted through delayed admittance receive penalty points for not attending the mandatory dormitory orientation.
 - B. Residents who are admitted through delayed admittance without having applied for delayed admittance receive penalty points for violating admittance regulations.

Article 8 (Additional Admittance)

Residents who are admitted through additional admittance will receive penalty points for not attending the mandatory dormitory orientation. However, if these residents complete a separate admittance orientation within one week, these penalty points will be taken back.

Chapter 3 Departures

Article 9 (Departure Procedures)

1. The departure procedure consists of departure room inspections and deposit returns.
2. If a resident does not follow the departure schedule or procedure without an advanced approval from the dean, the dean can deem the resident to have departed without notice and cancel their admittance to the dormitory should they be accepted the next semester.

Article 10 (Departure Room Inspections)

1. The condition of the room at the time of departure should be identical to the condition of the room at the time of admittance.
2. Departure room inspections will take place with the dean, or a person appointed by the dean, and the resident both in attendance.
3. The method of departure room inspections are as follows:
 - A. The resident must decide upon the date and time in which the departure room inspection will take place with the assistant in charge of departures
 - B. The resident must accept reasonable demands made by the assistant during the departure room inspections

- C. If a resident cannot be present on the day of departure, he/she can choose a resident of the same sex to substitute for him/her during the inspection. In this instance, there must be a deduction for cleaning fees and the resident's luggage cannot remain within the room after the departure room inspection. Further, after the room inspection the resident cannot visit or stay overnight in the room.
- D. The resident must return the access card once the departure room inspection is completed.

Article 11 (Deposit Return)

Deposit returns follow the Gonzaga regulations bylaws.

Article 12 (Application for Midway Departure)

1. A midway departure is any departure that is made between the regular admittance period and the "last day of possible midway departures"
2. Those who wish apply for midway departures must submit an application form a week prior to the last day of possible midway departures
 - i. "The last day of possible midway departures" signify the last day in which residents can receive a partial refund of their boarding fees upon departure. The last day of possible midway departures can vary each semester, but will usually be the weekday 4 weeks prior to the start of the regular departure period. The last day of possible midway departures are announced after the start of every semester.

Article 13 (Application for Early Departure)

1. An early departure is any departure that is made after the "last day of possible midway departures"
2. Those who wish to apply for early departures must submit an application form a week prior to the desired departure date
3. If a resident does not follow the departure schedule or procedures for early departure, the dean can give penalty points, cancel admittance for the next semester, give them a disadvantage in future admittance selections, and take other similar measures against the resident.

Article 14 (Application for Delayed Departure)

1. 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, residents must submit an application form and receive the approval of the dean.
2. Residents who wish to apply for a delayed departure should keep these following points in mind:

- A. Information regarding the approval of the application for delayed departures is given out after the room assignments for the residents of the next semester are determined and Gonzaga does not take responsibility for any sort of loss that may occur during this waiting period.
- B. Room assignments are determined separately from delayed departure applications, therefore, the resident may need to change rooms after receiving approval for their prolonged residency.
- C. Residents must pay additional boarding fees for their delayed departure
- D. The dean can prohibit future admittance for those who do not apply for delayed departure, yet do not leave at the appointed date. Further, the dean can take disciplinary actions against those who do not follow departure procedures during the day of departure.

Article 15 (Midway Departures by Decision of the Dean)

1. In order to protect the entire dormitory community, the dean can force a midway departure of a resident in these following cases:
 - A. If a resident is confirmed to have been infected with an infectious disease during their stay at the dormitory
 - B. If, despite the dean and the university related organization's efforts, a resident who is suicidal or likely to cause self-harm does not make attempts to take care of oneself (refusal of counseling, refusal of treatment). Or, if the danger of suicide or self-harm does not reduce, making it likely to affect other residents in a harmful way.
 - C. In the case of an epidemic (infectious disease, bedbugs, etc.) in which despite various steps of additional prevention efforts, there is no short-term alleviation of the harmful substance and it has been determined that the damage will spread among many residents.

Chapter 4 Dormitory Expenses

Article 16 (Dormitory Expenses)

Dormitory expenses follow the Gonzaga regulations bylaws.

Chapter 5 Refunds and Compensation Policies

Article 17 (Refund Policies)

Refund Policies follow the Gonzaga regulations bylaws.

Article 18 (Compensation Policies)

Compensation Policies follow the Gonzaga regulations bylaws.

Chapter 6 Dormitory Schedule

Article 19 (Dormitory Schedule)

1. Residents must attend the admittance orientation, emergency preparation training, and room inspections.
2. Residents can voluntarily attend and participate in other Gonzaga events and programs besides the mandatory dormitory itinerary.

Article 20 (Admittance Orientation)

1. All new admittees who did not reside in Gonzaga the previous semester must attend the admittance orientation.
2. Exceptions to the mandatory attendance of the admittance orientation are as follows:
 - A. Those who must attend a regular curriculum program at Sogang University at the time of the orientation and have submitted an explanatory statement in advance.
 - B. Those who, although may not have resided in Gonzaga the previous semester, have resided in Gonzaga for a prolonged period of at least one year, and have submitted a non-attendance explanatory statement in advance.
 - C. And others that the dean determines do not need to attend the orientation.

Article 21 (Emergency Preparation Training)

1. Residents must attend emergency preparation training
2. Exceptions to the mandatory attendance of the emergency preparation training are as follows:
 - A. Those who must attend a regular curriculum program at Sogang University at the time of the training and have submitted an explanatory statement in advance.
 - B. And others that the dean determines do not need to attend the training

Article 22 (Floor Meetings and Room Inspections)

1. Residents must attend floor meetings and room inspections
2. The number of floor meetings and room inspections during the semester are as follows:
 - A. Spring and fall semesters : three floor meetings, two room inspections
 - B. Summer and winter semesters : one floor meeting, one room inspection
3. Exceptions to the mandatory attendance of floor meetings and room inspections are as follows:
 - A. Those who must attend a regular curriculum program at Sogang University at the

times of meetings and inspections.

- B. And others that the dean determines do not need to attend the meetings and inspections
4. Those who have been exempted from a mandatory floor meeting or a room inspection must complete the missed schedule a week before or within the missed date. The specificities of the time of rescheduling can be deliberated with the assistant in charge.

Chapter 7 Use of Dormitory Facilities and Communal Items

Article 23 (Principles of Usage)

1. Dormitory facilities and communal items that have been granted access to by the dean can be used by residents.
2. The dean can charge for claims of damages or take disciplinary actions toward residents if they damage or cause a malfunction in dormitory facilities or communal items, or if they attempt to use said facilities or items exclusively.
3. Residents must not cause discomfort to other residents by damaging dormitory facilities or communal items or use them in unsanitary manners

Article 24 (Usage of Dormitory Facilities)

1. Unless there is a special notice, residents are allowed to use the following facilities:
 - A. Cafeteria
 - B. Gym
 - C. Prayer room
 - D. Laundry room
 - E. Ironing room
 - F. Gonzaga Lounge
 - G. Multi-purpose rooms on each floor (cleaning equipment room)
2. The instances in which an approval is necessary before usage are as follows:
 - A. Areas designated by the dean
 - B. When residents wish to use the facilities exclusively or use facilities for an extended period of time, or with an outside person.

Article 25 (Usage of Communal Items)

1. Unless there is a special notice, residents are allowed to use the following items:
 - A. Refrigerator, microwave, water dispenser, vacuum cleaner, cleaning equipment, all found on each floor
 - B. Communal tables and chairs
 - C. Communal computer, TV, DVD player
 - D. Communal toaster
 - E. Items for rent at the supervising office

2. The assistant in charge can decide the detailed rules regarding the usage of communal items after taking in the circumstances of each floor.
3. The instances in which an approval is necessary before usage are as follows:
 - A. Items designated by the dean
 - B. When residents wish to use the items exclusively or use items for an extended period of time, or with an outside person.
 - C. When residents wish to make an announcement to other residents through the usage of the communal TV or bulletin board.

Article 26 (Usage of the Gonzaga Lounge)

1. Gonzaga Lounge is an area that exists for the convenience of the entire dormitory community therefore, storing personal belongings (sleeping gear, personal items, etc.), sleeping, occupying the lounge for a prolonged period of time without prior application for permission, exclusive occupation of the area by a specific person or a specific group without prior application for permission, causing discomfort to others (sleeping, excessive sexual displays, etc.) are all prohibited.
2. All items in the Gonzaga Lounge are communal items and residents must follow regulations regarding communal items.

Article 27 (Usage of Cafeteria)

1. Residents cannot behave in manners that obstruct the operation of the cafeteria.
2. Residents must accept the requests of the cafeteria dietician (ex: requests regarding bringing food in or taking food out of the cafeteria, etc.)
3. If there aren't any special dormitory programs, the cafeteria area can be used by residents as a study area after dinner. The specificities of usage are determined by the dean.
4. Instances in which meals are not provided without special notices are as follows:
 - A. Lunch
 - B. Saturday dinner
 - C. The day of Lunar New Year and Korean Thanksgiving
 - D. Dinner on the day of the Gonzaga festival
 - E. During the large-scale maintenance period

Chapter 8

Article 28 (Restricted Items)

1. The dean can restrict the storage or usage of certain items in the private rooms and public facilities of the dormitory in order to ensure the safety of the entire dormitory community.

2. Restricted items for storage or usage are as follows:
 - A. Alcohol
 - B. Psychoactive drugs (illegal drugs, etc.)
 - C. Weapons and other items that can seriously injure others
 - D. Electric heating appliances (cooking appliances, beauty appliances, heating appliances, etc.)
 - E. Flammable items or items prone to cause explosions (candles, gas, gunpowder, etc.)
 - F. Pets
 - G. Electric appliances that consume large amounts of electricity (refrigerator, electric rice cooker, etc.)
 - H. Items that have been announced by the dean as prohibited items (ex: router)
 - I. Items that are prohibited by Korean laws such as guns, drugs, etc.

Article 29 (Prohibited Actions)

1. The dean can restrict certain behaviors in the private rooms and public facilities of the dormitory in order to ensure the safety of the entire dormitory community.
2. The prohibited actions are as follows:
 - A. Drinking
 - B. Smoking
 - C. Heating or cooking with electric heating appliances or flammable items, or items prone to cause explosions
 - D. Sexual intercourse with others
 - E. Making loud noises, disturbances that affect other residents in a harmful way
 - F. Actions that are prohibited by Korean laws such as gambling, taking drugs, etc.

Chapter 9 Access Regulations

Article 30 (Access to Living Spaces)

1. People besides staff, assistants, and residents who have received access authority from the dean, or a person appointed by the dean, cannot enter the living space areas of the opposite sex.
2. Outside persons who have not received access authority from the dean, or a person appointed by the dean, cannot pass the Gonzaga Gate (speed gate)
3. Relatives and other outside persons who have received access authority must exit out of the Gonzaga Gate within the allotted time
4. Relatives and other outside persons cannot be approved for visits into the dormitory on the days of admittance and departure.

5. Residents who receive help from the management business staff (security team) when passing the Gonzaga Gate (speed gate) because they do not have their access cards must fill out entrance logs regarding the loss of non-possession of their access cards

Article 31 (Staying Out Overnight)

1. Residents who wish to stay out overnight must complete an out overnight form according to the procedures and methods determined by the dean.
2. Out overnight applications must be done through the Gonzaga homepage or the Gonzaga app. If there are special circumstances, for example, the Gonzaga homepage not functioning properly, out overnight applications can be made by e-mailing the supervising office
3. In the following instances, the out overnight applications will be considered as incomplete
 - A. Applying through e-mail without particular circumstances or reasons
 - B. Applying after the desired date and time without particular circumstances or reasons
4. The regulations for staying out overnight are as follows:
 - A. There are no limitations to the number of days or times residents can apply to stay out overnight
 - B. In order to stay out overnight on any given day of the years, the application must be completed before 11pm on the first day of the desired overnight stay.
 - C. After the application for staying out overnight has been completed, residents must leave the dormitory before midnight
 - D. If a resident returns to the dormitory through the Gonzaga Gate (speed gate) during their period of leave, any remaining time to stay out is canceled automatically

Article 32 (Curfew)

1. The dean can decide on a curfew
2. Curfew regulations are as follows
 - A. Residents who have not applied for an out overnight must return to the dormitory by 5am
 - B. In order to prevent disturbances that arise from frequent passings in the middle of the night, residents who have returned to the dormitory before midnight are allowed to go outside through the Gonzaga Gate (speed gate) and return within 10 minutes through the same gate before 5am

Chapter 10 Conflict Between Roommates and Room Changes

Article 33 (Conflict between roommates)

1. Conflict between roommates symbolizes the differences in living habits and preferences or conflicts and disharmony that arise from a unilateral behavior of one specific resident.
2. It is impossible to avoid all conflicts between roommates due to the differences in each resident's culture, language, values, and living habits. Therefore, residents must seek the following principles and procedures in order to resolve conflicts.
 - A. If conflict arises due to a resident using or engaging in prohibited behavior within the dorms, the dean can expel the resident in question
 - B. If the conflict is not due to a resident using or engaging in prohibited behavior within the dorms, the dean can expel any resident who does not consent to making a mutual effort in order to resolve the conflict.
 - C. The residents in question must seek to find an amicable solution plan through mutual efforts for certain periods.
3. If the conflict between roommates is severe, the residents in question can choose from the following options:
 - A. Voluntary midway departure
 - B. Waiting in the assigned room until an empty room becomes available.
 - C. Upon the full consent of the current roommate and the residents of another room, a resident can change rooms with another person.
4. The dormitory actions following these three options are as follows:
 - A. In the case of voluntary midway departure, the refund of the prepaid dormitory fees follow the midway departure refund policy
 - B. In the case of waiting for an available room, the resident in question can check for the existence of available rooms through the supervising office or the administrative office. The responsibility of visiting the supervising or administrative office in order to check for available rooms lies with the resident.
 - C. In the case of switching rooms with another resident, the responsibility of finding another person (room) to switch with and making an effort to gain full consent lies with the resident in question. Further, room changes must occur under the guidance of the supervising office
5. Residents who request a change of room due to conflict between roommates must live in the same room as the already assigned roommate for a specified period of time (at least two weeks) in order to make an effort to reside together. The dean can expel any resident who does refuses to make an effort or makes a mediocre attempt. The first day of this period begins on the day that a resident files an official complaint to the supervising office

Article 34 (Dissatisfaction with Room Assignments After Admittance)

If there is a request for a change in rooms due to dissatisfaction with the current room, the principles and procedures of the room change follows those of the "conflict between roommates."

Article 35 (Prohibited Reasons for Room and Roommate Changes)

If there is an instance of reasons for additional preventions of epidemics (outbreak of infectious diseases, bedbugs, etc.), the dean can refuse a request for room or roommate change. Further, if it is determined that the damage will spread among many residents if left alone, the dean can prompt a midway departure of the residents in question and shutdown the problematic room.

Chapter 11 Reward and Penalty Points Regulations

Article 36 (Reward and Penalty Points Inquiry and Alteration Requests)

1. Residents must check and manage their reward and penalty points throughout the duration of their stay in the dormitory
2. If residents feel like there has been a mistake in their points, they can request a correction of the points from the dean or a person appointed by the dean. However, this request may not be taken into account if there is no evidence for the reason for correction.

Article 37 (Standards for High Penalty Points)

1. The highest number of penalty points a resident can receive for not following any of the mandatory dormitory schedules, even if they have not violated any other regulations for a period of one month after the regular admittance period of the spring and fall semesters, is 165 points. Taking this number into account, the standard point for a high amount of penalty points is 150 points.
 - A. Submitting the admittance agreement form (one time delay = 20 penalty points)
 - B. Submitting the equipment confirmation form (one time delay = 10 penalty points)
 - C. Attending the admittance orientation (absence = 30 penalty points)
 - D. Attending floor meetings (two absences = 50 penalty points)
 - E. Attending room inspections (absence = 25 penalty points)
 - F. Attending emergency preparation training (absence = 30 penalty points)
2. The highest number of penalty points a resident can receive for not following any of the mandatory dormitory schedules, even if they have not violated any other regulations for a period of one month after the regular admittance period of the winter and summer semesters, is 60 points. Taking this number into account, the standard point for a high amount of penalty points is 50 points.
 - A. Submitting the admittance agreement form (one time delay = 20 penalty points)
 - B. Submitting the equipment confirmation form (one time delay = 10 penalty points)
 - C. Attending the admittance orientation (absence = 30 penalty points)

Article 38 (Disciplinary Actions Following High Penalty Points)

1. The dean can bring residents who have exceeded the standard of high penalty points during their stay to the RP Committee
2. If a resident accumulates 50 penalty points beyond the initial standard of high penalty points, the dean can expel said resident without summoning the RP Committee
 - i. Ex 1: If a resident accumulates over 200 penalty points during the spring semester
 - ii. Ex 2: If a resident accumulates over 100 penalty points during the summer semester
 - iii. Ex 3: If a resident accumulates over 250 penalty points during the combined term of the spring and summer semester

Article 39 (Details of Disciplinary Actions following Specific Cases of Penalty Points)

항목 (Category) 별점사유 (Reasons for penalty) 징계 (Disciplinary actions)

Severe Disciplinary actions

Reasons for severe disciplinary action as listed in the Gonzaga bylaws

1. If a resident fails to provide an explanation within a period determined by the dean, after deliberation with the RP committee:
 - A. The resident can be expelled from the dormitory if he/she is currently a resident
 - B. The admittance can be cancelled if he/she is awaiting admittance.One or both of these options can take place
2. If a resident does provide an explanation within a period determined by the dean, after deliberating these conditions with the RP committee:
 - A. Seriousness of the matter
 - B. Intention of the resident and the degree of fault that lies with the resident
 - C. How much the resident has reflected upon their actions

And can then determine:

- i. Expulsion
- ii. Prohibition of future admittance
- iii. Cancellation of admittance
- iv. Giving the resident a high amount of penalty points and recommending that they strive for reward points
- v. Having the resident write a written oath and having another meeting at a later time

One or more of these options can take place

Severe or light disciplinary actions

Admittance and Departure regulations violations

1. Admittance regulations violations
 - A. Unreachable, out of contact
 - i. Cancellation of admittance, and restriction of future admittance
 - B. Violating the times on the day of admittance
 - i. The dean can give up to 20 penalty points to residents who violate the admittance times on the day of admittance and can limit the admittance selection of residents who violate two or more admittance and departure regulations including this one.
 - C. Early admittance
 - i. The dean can cancel the admittance of residents who attempt early admittance without being pre-approved
 - ii. Floor assistants, assistants in charge of foreign residents, and administrative assistants who are needed for admissions operations can be admitted through early admittance
 - D. Delayed admittance
 - i. The dean can cancel the admittance of residents who attempt delayed admittance without being pre-approved
 - ii. Even if the resident has received approval from the dean for delayed admittance, the resident can receive up to 50 penalty points and if they violate two or more admittance and departure regulations including this one, they may have limitations placed on their future admittance selection
2. Departure regulations violations
 - A. Departure without notice (early departure without notice, delayed departure without notice)
 - i. Restriction of future admittance
 - B. Violating the times on the day of departure
 - i. The dean can give up to 20 penalty points to residents who violate the departure times on the day of departure and can limit the admittance selection of residents who violate two or more admittance and departure regulations including this one.
 - C. Early departure
 - i. The dean can limit future admittance of residents who attempt early departure without being pre-approved.
 - ii. Even if the resident has received approval from the dean for early departure, if the resident violates two or more admittance and

departure regulations including this one, they may have limitations placed on them for future admittance selection processes.

D. Delayed Departure

- i. The dean can limit future admittance of residents who attempt delayed departure without being pre-approved
- ii. Floor assistants, assistants in charge of foreign residents, and administrative assistants who are needed for departure operations can have delayed departures.
- iii. Even if the resident has received approval from the dean for delayed departure, the resident can receive up to 50 penalty points and if they violate two or more admittance and departure regulations including this one, they may have limitations placed on them for future admittance selection processes

E. Midway Departure

- i. If a resident takes part in a midway departure while not following midway departure regulations, residents who violate two or more admittance and departure regulations including this one may have limitations placed on them for future admittance selection processes.

* If there is an instance of a serious violation of departure regulations, the dean can speak with the student in question's affiliation representative or the student's head of university on the matters of the violation after considering the seriousness of the matter

Restriction of Entry

Not submitting a medical report upon admittance

Although no penalty points will be given, residents will not be able to pass the Gonzaga Gate (speed gate) until the medical report has been submitted

Severe Disciplinary Action

Throwing trash or other items out the window

Up to 100 penalty points per offense

*if the resident has caused direct damage to another resident, then he/she will receive severe disciplinary action

Upon admittance, falsely recording personal information or omitting important information (such as phone numbers) (or writing carelessly)

1. Falsely recording personal information will result in up to 100 penalty points
2. Omitting important information or writing carelessly will result in up to 50 penalty points

Falsely filling out diverse applications forms through the supervising office

Up to 100 penalty points per offense

Damaging or losing dormitory facilities and communal items

1. If the damage or loss is intentional, the resident in question will receive up to 100 penalty points for offense and will need to pay for costs of repair

*Severe disciplinary action is possible after considering the seriousness of the matter, repeated offenses, the resident's intentions, and influences to other residents.

2. If the damage or loss is caused by unintentional means such as unskilled use,
 1. if the resident voluntarily reports the damage to the supervising office or the assistant in charge, said resident will receive up to 20 penalty points.
 2. if the damage is found through surveillance of the CCTV records instead of a voluntary report, the resident in question will receive up to 50 penalty points and will need to pay for costs of repair.

Violating usage regulations of dormitory facilities and communal items

Up to 50 penalty points per offense

*Severe disciplinary action is possible after considering the seriousness of the matter, repeated offenses, the resident's intentions, and influences to other residents.

Noises, disturbances, loud singing near the dormitory, inside the lobby, or inside the rooms

Up to 50 penalty points per offense

*Severe disciplinary action is possible depending on the seriousness of the matter and repeated offenses

Using the communal computer for unsound purposes (ex: watching pornography, illegal downloads)

Up to 50 penalty points per offense

Unnotified displaying of or distribution of advertisement

Up to 50 penalty points per offense, and taking down of advertised materials

Storing personal items or trash in places items are not supposed to be stored (including things left behind)

Up to 50 penalty points per offense

Not retrieving mail or packages for prolonged periods of time

Up to 50 penalty points per offense

Disobeying assistant's orders that are justified by regulations

Up to 50 penalty points per offense

*Severe disciplinary action is possible depending on the seriousness of the matter and repeated offenses

Not attending the attendance orientation

30 penalty points

Not attending the emergency preparation training

30 penalty points

Violating the regulations for cancelling a family room reservation

Up to 25 penalty points per offense

Not attending floor meetings

25 penalty points per offense

*if a floor meeting and a room inspection occurs consecutively on the same date, a resident will receive 50 penalty points for missing even one.

*during the spring and fall semesters, if a resident fails to attend all of the floor meetings, they will be restricted from future admittance

Not attending room inspections

25 penalty points per offense

*if a floor meeting and a room inspection occurs consecutively on the same date, a resident will receive 50 penalty points for missing both

*during the spring and fall semesters, if a resident fails to attend all of the room inspections, they will be restricted from future admittance

When a resident cannot walk to their room by themselves due to inebriation

Up to 25 penalty points per offense

*severe disciplinary action is possible on the third repeat offense

Delayed submittal of admittance agreement forms

20 penalty points per offense

*severe disciplinary action is possible after the third submittal deadline is missed

Delayed submittal of equipment confirmation forms

10 penalty points per offense

*severe disciplinary action is possible after the third submittal deadline is missed

Staying out overnight without permission

10 penalty points per offense

Extreme stench or uncleanliness found during room inspection

Up to 10 penalty points per offense

*severe disciplinary action is possible if it is determined that this has caused severe damage/discomfort for the roommate

Failing to recycle trash

Up to 10 penalty points per offense

*Severe disciplinary action is possible depending on the seriousness of the matter and repeated offenses

Failing to use standard plastic garbage bags

Up to 10 penalty points per offense

*Severe disciplinary actions is possible depending on the seriousness of the matter and repeated offenses

Violating curfew

5 points per offense

Entering through Gonzaga Gate (speed gate) without an access card

No penalty points given on the first offense

Starting from the second offense, 5 penalty points per offense if the resident enters without an access card within two weeks of committing the same offense

*if the resident has lost their access card and is reissued a new one, the penalty points for not having an access card on them at the time of entry goes away

Article 40 (Cases of Reward Points)

상점 사유 (Case of reward points) 상점 (reward points)

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.
 - A. 10 – 100 points
2. Those who serve others by participating in domestic or international charity events or volunteer work.
 - A. 10 – 100 points

*The reward points for these cases are awarded after the approval of the dean after the suggestion of the supervising office

1. Those who volunteer to help dormitory residents (including the helpers recruited by the supervising office)
 - A. 5 – 50 points per deed
2. Those who translate or interpret for other residents
 - A. 5 – 50 points per deed
3. Those who submit constructive criticism in the form of a document to the supervising office for the betterment of Gonzaga (restricted to once per semester)
 - A. 5 – 50 points per deed

*The reward points for these cases are awarded after the approval of the supervising office

1. 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
 - A. 5 – 25 points per deed
2. Those who report violators of Gonzaga's regulations to the dean or to a person

appointed by the dean so that the dean can take appropriate measures for the betterment of the Gonzaga community as a whole

A. 5 – 25 points per deed

3. Those who submit found items to the dean or to a person appointed by the dean so that other residents can find their lost items

A. 5 – 25 points per deed

4. Those who have been suggested by an assistant to receive reward points (ex: Those who are excellent at cleaning their rooms)

A. 5 – 25 points per deed

*The reward points for these cases are awarded after the approval of the supervising office

Chapter 12 Regulations of Consideration

Article 41 (Regulations of Consideration for Law Students)

Written : 2018, February, 13

1. On November, 24, 2017, Gonzaga adopted the regulations of consideration for law students according to the conference details of the dean of Sogang University Gonzaga Hall Dormitory (hereby referred to as Gonzaga) and the head of Sogang University's Law School. The adopted regulations are as follows.

A. The dean of Gonzaga can grant law students prior selection

B. As long as law students do not object, if possible, room assignments will select law students to reside together. However, this may change following the circumstances of the dormitory.

C. The penalty system for Gonzaga's curfew regulation and out overnight regulation also apply to law students. However, taking the law students' circumstances and environment into account, they will not be expelled from the dormitory because the accumulated penalty points from breaking curfew or staying out overnight reaches its limit (over 150 points). However, expulsion is possible for reasons other than breaking curfew and staying out overnight because of their academic studies.

D. Regarding the monthly floor meetings that occur in order to guide residents in their Gonzaga lives and inspect the condition of the rooms, if law students need to be absent to a meeting due to academic reasons, they will contact the relevant floor assistant in order to schedule an individual meeting. If they do not attend the overall floor meeting they will receive penalty points, however, when they complete their individual meeting, the previously acquired penalty points will be taken back.

E. All Gonzaga residents are required to attend the attendance orientation. However,

law students who have attended the orientation in the past, they are exempt from attending when they are readmitted into the dormitory.

2. After the regulations of considerations have been adopted, there have been instances in which a portion of the law students misunderstand the regulations of consideration. Therefore, Gonzaga will clearly redescribe the existing regulations of consideration. The modified regulations of consideration will go into effect starting from February 14, 2018.
 - A. Following the request of the head of the law department, the dean of Gonzaga can grant law students "prior selection". However, the size of those chosen can vary depending on the circumstances of the dormitory
 - i. For law students who have been expelled from Gonzaga for not following its regulations, they will not receive prior selection
 - B. The dean of Gonzaga will take into account the law students' academic environment and will be considerate on four matters which apply to the law students separately from the regular residents at Gonzaga.
 - i. The law students will share rooms as a principle. However, if there is an individual who objects, or if due to the dormitory's circumstances it is not possible for law students to be assigned to the same room, they will be assigned rooms with regular residents.
 - ii. The penalty system for Gonzaga's curfew regulation and out overnight regulation also apply to law students. However, the law students will not be expelled as punishment of accumulation of penalty points from breaking the curfew and overnight regulations
 - iii. If law students cannot attend a floor meeting or room inspection due to academic reasons, they will contact the relevant floor assistant in order to schedule an individual meeting or inspection. The responsibility for contacting the floor assistant and completing the individual meeting or inspection lies with the law students. If they do not attend the floor meeting or room inspection, they receive penalty points, however, when they complete their individual meeting or inspection, the previously acquired penalty points will be taken back.
 - iv. Law students who have attended the orientation in the past are exempt from attending when they are readmitted into the dormitory
3. Besides the four considerate exceptions mentioned in 2., if law students accumulate a high number of penalty points or severely violate regulations, then just as with the regular residents, the dean can expel the law students in question after considering the importance of the violations.
 - A. Example 1 : If a law student continuously does not attend floor meetings or room inspections, the student in question can be expelled
 - B. Example 2 : If a law student does not follow the departure procedures without receiving prior approval from the dean, the student in question can be expelled

- C. Example 3 : If a low student does not follow the admittance procedures without receiving prior approval from the dean, admittance can be cancelled for the student in question.
4. The refund policy for law students is identical to the refund policy for regular residents
5. All law students must submit a regulation of consideration agreement form at the time of admittance. If they do not submit the agreement form on the day of admittance, their admittance is canceled.

Article 42 Regulations of Consideration for Dasoni Students

Gonzaga's Regulations of Consideration for Dasoni Students in student selection, admittance and departure, and compliance with regulations

Written : 2018.10.22(Mon)

On October, 22, 2018, Gonzaga adopted the regulations of consideration for Dasoni students according to the conference details of the dean of Sogang University Gonzaga Hall Dormitory (hereby referred to as Gonzaga) and the director of Sogang University's Support Center for Students with Disabilities. The adopted regulations are as follows.

1. Following the request of the director of the support center for students with disabilities, the dean of Gonzaga can grant Dasoni students and Dasoni guides "prior selection". However, the size of those chosen can vary depending on the dormitory's circumstances, especially depending on the number of rooms available for Dasoni students.
2. The dean can ask of the person in charge of the Support Center for Students with Disabilities for assistance in selecting Dasoni students, and also for assistance that is necessary for dormitory life and admittance and departures. Similarly, the person in charge of the Support Center for Students with Disabilities can ask the dean for necessary assistance for Dasoni students in their Gonzaga lives.
3. Dasoni students will reside in a Dasoni specific room prepared by Gonzaga. One Dasoni student and one Dasoni guide (hereby referred to as the guide) will reside together as a principle. Guides who will reside with Dasoni Students must be students who are qualified for admittance to Gonzaga.
 - A. If a Dasoni student requests to use the Dasoni specific room alone or to reside in a regular room, the dean will make a decision based on the suggestion of the Support Center for Students with Disabilities.
 - B. If a Dasoni student requests the assistance of one or more live-in guides, the dean will make a decision based on the suggestion of the Support Center for Students with Disabilities.
 - C. If a Dasoni student requests a change in the guide student, the dean will take into

- consideration the suggestion of the Support Center for Students with Disabilities and provide one or more guide students, or no guide students for the Dasoni student.
- D. If a Dasoni student requires another guide besides the live-in student guide, then they can request not only a Gonzaga resident, a Sogang University student, but even an outside, non-affiliated person to be a guide. The dean will decide whether or not to approve after taking the suggestion of the Support Center for Students with Disabilities into consideration
4. All guides must fill out the "Dasoni Student Guide Gonzaga Dormitory Access Application" form and on the form, the guide must provide their personal information and active (visiting) hours. As long as they do not break Gonzaga regulations or severely threaten the good of the Gonzaga Community, there are no limits to the guide's active (visiting) hours.
- A. In order to ensure that all Dasoni students will receive adequate care from their guides, the dean will require the guides to take a basic instructive course that teaches them their job necessities at the Support Center for Students with Disabilities and require them to submit an education completion certificate within 14 days of becoming guides.
- B. Without a special request from the Support Center for Students with Disabilities, the dean can prohibit entry of any guides who have not submitted an education completion certificate.
5. Dasoni students can also only be admitted after submitting a medical report (proof from a doctor that the resident in question does not suffer from tuberculosis) after being selected for admittance. However, if the student has a medical report within six months of the admittance date, they can submit this report and be admitted, but must submit an additional medical report after admittance.
6. Dasoni students can also be called in front of the RP Committee following the Gonzaga regulations and depending on the circumstances can be expelled or restricted from future admittance. However, if a Dasoni student makes requests for individual counseling towards the beginning of their Gonzaga residence, the dean can utilize the counseling information from the supervising office in order to understand which Gonzaga regulations or schedules may be difficult to follow for said student and either help or pardon the Dasoni student if necessary.
7. The dean, or a person appointed by the dean, must individually notify Dasoni students of the regulations of considerations and aid them when necessary.

Article 43 (Regulations of Considerations for International Students)

Gonzaga's Regulations of Considerations for International Students in student selection, admittance and departure and compliance with regulations.

Written 2018.10.29 (Mon)

On October 29, 2018, Gonzaga adopted the regulations of consideration for international students (foreign exchange students and government/chairman invited scholarship students) according to the conference details of the dean of Sogang University Gonzaga Hall Dormitory (hereby referred to as Gonzaga) and the head of the Office of International Affairs. The adopted regulations are as follows.

1. Following the request of the head of the Office of International Affairs, the dean of Gonzaga can grant international students "prior selection". However, the size of those chosen can vary depending on the dormitory's circumstance.
2. The dean of Gonzaga will take into account the fact that international students do not have a place of residence in the country and will be considerate on five matters which apply to international students separately from the regular residents at Gonzaga.
 - A. Taking into consideration the situation of the international students who apply for admittance to Gonzaga through the Office of International Affairs a semester before the residence semester, the dean will allow for the submittal of medical reports that have been conducted within six months of the admittance registration date. Further, the dean will allow for the submittal of medical reports in languages other than Korean if preapproved by the person in charge of such matters at the Office of International Affairs. However, for students who will reside at Gonzaga for more than one semester must submit an additional medical report at the notice of the supervising office after admittance.
 - B. Taking into consideration the variability of the schedules of the transportation systems that are used by international students (such as flight delays, etc.), the dean can adjust the regular admittance schedule of international students for spring and fall semesters. However, international students who do not complete their admittance registration within the regular admittance period without prior notification can have their admittance canceled.
 - C. In the instance in which international students who are residing in the dormitory are forced to temporarily leave because of the large-scale maintenance periods (during the summer and winter semesters), the dean can find a temporary place for the relevant students to reside within the dormitory during the maintenance periods within the boundaries of what is allowed by the dormitory circumstances. However, for students who are not under residence contracts with the dormitory during the semester in which the maintenance period occurs do not receive such consideration.
 - D. In principle, international students should exchange currencies into won before making the payment for dormitory fees, however in the case of inevitable circumstances, the payment can be made in terms that the dean acknowledges (ex:

international transfer services) during a separate payment period.

- E. In the case in which an international student falls under the danger of receiving a severe disciplinary action during a committee meeting, the dean can ask for the input of an employee of the Office of International Affairs regarding the international student and the matter and if necessary, can appoint said employee as an unofficial member of the committee during the consideration of that particular item in a meeting.

Chapter 13 Assistant Regulations

Article 44 (Selection and Privileges)

1. The selection and privileges of assistants follows the Gonzaga regulations bylaws.
2. All assistants (floor assistant, foreign language assistant, management assistant) except for the administrative assistant must reside in Gonzaga during their period of employment.
3. Depending on the individual assistant's duties there may be differences in the privileges given to each assistant, however, these differences must be announced at the time of the recruitment selection process and cannot be changed before the end of the assistant's period of employment. However, if the dean and individual assistant both agree, it is possible to change the privileges that comes with the assistant's job during the period of employment.

Article 45 (Authority)

1. The assistant is given authority by the supervising office and they must use this authority to assist in completing the workload of the supervising office. Further, in matters that fall under the jurisdiction of the specific assistant, said assistant can give reasonable orders to the residents.
2. Assistants can make suggestions for reward points to residents who served the dormitory in a positive way and can also make suggestions for penalty points or disciplinary action against residents who violate regulations or fail to follow reasonable orders given by the assistant in matters that fall under the jurisdiction of said assistant.

Article 46 (Terms of Compliance)

1. Assistants must agree to the Gonzaga assistant's oath document before beginning their duties as an assistant.
2. If an assistant violates mandatory duties or the terms of compliance, said assistant cannot object to the relative actions of the dean.

Article 47 (Relieving of Activities)

1. Assistants can freely decide when to stop being an assistant. However, they must notify the supervising office at least one month ahead of the day they wish to be relieved of their activities.
2. Based on the suggestion of the supervising office, the dean can decide to relieve the assistants who do not follow the essential contents, work hours, and terms of compliance of their activities.

Chapter 14 Group Activity Regulations

Article 48 (Student Groups)

1. (Selection and Privileges) The selection and privileges of student groups follow Gonzaga regulations bylaws.
2. (Authority) The student groups that receive support from Gonzaga participate in activities determined by the dean and can receive benefits following their participation. The representatives of the student groups can participate as members of the Gonzaga community's delegation. The student groups that do not receive support from Gonzaga will not receive a request for activity suspension from the dean as long as they do not violate any Gonzaga regulations.
3. (Terms of Compliance) The student groups that receive support from Gonzaga must uphold the groups' intrinsic activity objectives and contents. The students groups that do not receive support from Gonzaga are free to uphold or change their voluntary activity objectives and contents.
4. (Rights regarding the results of activity) The dean holds the legal rights to any ideas (example: program itinerary) or output (example: design of group t-shirts) that results from the activities of the student groups that receive support from Gonzaga.
5. (Relieving of activities) If a student group that receives support from Gonzaga fails to uphold the groups' intrinsic activity objectives and contents or violates Gonzaga regulations, the dean can decide to terminate said group and depending on the severity of the offense can take disciplinary actions against the relevant residents.

Article 49 (Resident Student Council)

1. (Activity Contents) Gonzaga's resident student council can take part in the following activities:
 - A. Activities that gather and represent the diverse opinions of the residents
 - B. Activities that help improve the academic or living environment of the dormitory for the residents

- C. Activities that help Gonzaga to gain perspective in becoming an international community
 - D. Activities that vitalize the dormitory's small group communities
 - E. And other activities that is based on Gonzaga's rules of operation that is approved by the dean
2. (Qualifications to run for office) The qualifications to run for office and requirements for team composition for the resident student council is as follows:
- A. Those running for office in the resident student council elections must be Gonzaga residents
 - B. In order to run for office for resident student council those running must form a candidacy team made up of a President candidate and a vice president candidate
 - C. The candidacy team can recruit up to 10 cooperators made up of Gonzaga residents.
 - D. During the semester, those who have been called before the RP Committee and received a disciplinary measure or has a disciplinary measure pending discussion in accordance to Gonzaga's Reward and Penalty Points regulation cannot run for office
3. (Election Schedule and Method) The resident student council elections proceed as follows:
- A. The dean will determine the election schedule (candidate registration period, campaigning period, voting period) during the spring or fall semester after considering the dormitory's circumstances, and announce the determined schedule.
 - B. The candidacy team must submit registration forms to the supervising office by the last day of candidate registration. The registration form must contain information regarding the candidacy team and the cooperators, goals for candidacy, plans for office, etc.
4. (Voting Proceedings and Elections) Voting proceeds as follows:
- A. The residency student council elections are done through the universal, direct, equal, anonymous voting of all residents.
 - B. The candidacy team that gets the most valid votes when over 30% of the entire residents participate in the voting process becomes elected. If there is only one candidacy team running for office, they must receive over 50% valid votes of support in order to be elected.
5. (Privileges Given to the Resident Student Council) The privileges given to the president and vice president of the resident student council are as follows:
- A. The resident student council representatives have a term of up to one year and the dean grants prior selection to the representatives during their term.
 - B. The dean can provide support that is necessary for the resident student council's activities. However, the content and range of support may vary depending on the dormitory's circumstances and the dean can publically reveal to the entire residents the expense report that is submitted to the dean each semester.
6. (The Resident Student Council's Authority and Obligations) The authority and obligations

of the resident student council is as follows:

- A. The resident student council activities must follow Gonzaga's rules of operations and the representatives of the council must follow Gonzaga's regulations during their activities
 - B. The dean cannot dismiss the representatives of the council as long as the council activities do not object to Gonzaga's rules of operation and do not violate Gonzaga's regulations
 - C. The representatives of the council must uphold the status of the residents of the dormitory until the day that their term comes to an end
 - D. If the representatives of the council are called upon the RP Committee in accordance with Gonzaga's regulations and become expelled or restricted of future admittance, or receive other such disciplinary actions, their qualifications as council representatives are revoked
7. (The Termination of the council) The termination of the resident student council occurs as follows:
- A. Council representatives can voluntarily terminate the resident student council. In this case, they must reveal that reasons for termination in front of the entire residents.
 - B. If both council representatives have their qualifications as representatives revoked, the resident student council is automatically terminated. In this case, the dean must announce the related details of the termination to the entire residents.
 - C. If it has been determined that the council activities violate Gonzaga regulations and rules of operation, the dean can take this matter up with the dormitory committee and decide to terminate the resident student council.

Article 50 (Community Delegation)

1. (Formation and Privileges) The formation and privileges of the community delegation follows Gonzaga regulations bylaws
2. (activities) The community delegation is made up of the representatives of the diverse programs and activities that occur in Gonzaga. Therefore, they must aim for activities that vitalize the community through mutual bonding and enhanced intimacy.
3. (Terms of Compliance) The activities of the community delegation cannot object to Gonzaga's rules of operation and regulations and the delegations members much follow Gonzaga's regulations during their activities.

Chapter 15 Amendments to the Living Guide

Article 51 (Amendments to the Rules)

1. The dean can request amendments to the living guide
2. The living guide can be amended through the decision of the Gonzaga committee and then implemented.
3. The living guide that has been implemented after being amended must be reported to the dormitory committee, and the dormitory committee has the authority of supervision to decide whether or not the living guide contents are in compliance with Gonzaga regulations and rules of operation.

Subsidiary law (2018.12.26.)

This Living Guide Regulations will be executed from 2018.12.27