

# Guidelines for JiHaeng Dormitory

Dormitory is a place where our university students study and live. Please follow the dormitory rules while living not to harm others.

※ Please be aware of the bulletin boards on the first floor of each building and website announcements.

## 1. Card key procedure

- Check dormitory website - [생활안내] - [기타안내] - [출입문 이용 안내]

※ All systems in the room can be controlled with the card key.

※ Please remove the card key before leaving the room.

## 2. Restaurant usage information (Use only for meal applicants)

- Early Meal 07:00~08:00 / Breakfast 07:20~08:50 / Lunch 12:00~13:30 / Dinner 18:00~19:30

- Access to Haenglim Dormitory: ± 20 minutes based on meal time. (access and use only for meal applicants)

- Early meal (bread, milk / nurungji, etc)

\* Not available on Sundays and during the summer and winter months.

- Early meals are available for breakfast applicants. (Choose one between early meals or breakfast.)

- Lunch time during summer and winter is available from 12:00 to 13:00.

## 3. Move-in procedure

: Receive dormitory card key and other rental items (bed sheets) from security room on the first floor and go to your room.

- Bed Cover Sheet: Rent from security room (Free of charge). You MUST cover your bed.

※ Single room - 1 person 2 pcs / Double room - 1 person 1 pcs

## 4. Phone number and homepage information

Information Room(Security Room)	051-510-8595	Maintenance(issuing card key)	051-510-8594
Homepage	http://dorm.pusan.ac.kr - [Yongsan Campus]		

※ If the card key is lost or damaged, reissue cost: 10,000 won

## 5. Closet procedure

- Initial password : 0000

- If you changed password, you must initialize it to "0000" before moving out.

※ If you not changed password, -3 point will be charged for non-compliance with the resignation procedure

## 6. Smoking area: Smoking is prohibited in all areas other than designated smoking areas.

Smoking area
- Rest area in front of the back gate (Jihaeng hall)
- Pergola next to the A-wing basketball court

## 7. Prohibitions in the Dormitory

- Refer to dormitory website (dorm.pusan.ac.kr) - **Dormitory Rules**

※ In case of emergency, police can be dispatched.

## 8. Facilities guidance

- Jihaeng Hall entry time  
: C,D-Wing 06:00~09:30, 16:00~20:00 / Main/ Sub entrance open 24 hours a day
- Fitness center: Free use (06:00~24:00)
- Information Plaza & Reading Room: Free computer use.  
Unmanned copying printer(printing, copying, scanning, etc.) available
- Laundry room: Washing machine and dryer (1,000 won each) (06:00~24:00)
- Microwave and water purifier for each floor
- A public refrigerator for each floor (Boxes for public refrigerator are provided : Single room – 1 person 2 boxes / Double room - 1 person 1 box)

## 9. FIRE PREVENTION RELATED

- Do not bring flammable substances or dangerous substances.
- **All electric vehicles and related batteries (electric bicycles, electric quidboards, electric wheels, etc) are prohibited.**
- **Prohibition of unauthorized use of various electrical appliances and heaters (electric pad, straightener, electric kettle, burner, etc.)**
  - ※ Available items: computer, printer, stand, fan, mini vacuum cleaner, hair dryer
  - ※ When not in use, unplug from the outlet.

## 10. Non-residents Prohibition

- Only resident are allowed to enter dormitory

## 11. Following Public rules in dormitory.

- Keep your room in clean state
- Do not take other resident's belonging · no fighting · do not keep alcohol in room
- Switching room without permission is prohibited. Entering other sex's room or dormitory is strictly prohibited.
- Loud noise (both room and restaurant) · Disturbing other residents · keeping pet not allowed.
- Those who dispose of food poorly eating in the dormitory (mixing general waste with food, etc.)
- Please turn off the lights and heating system or a/c when leaving the room.
- Do **not damage nor replace** furniture without permission.

## Requirements using Jihaeng dormitory

- 1. Cleaning your bathroom** : remove hair and any other foreign matter near drainage. Bathroom can easily be clogged due to hair stuck in the drainage. Frequent cleaning is required.
- 2. How to get room maintenance** : go to dormitory website and write what you need in 『시설보수 (maintenance board)』. We generally do not enter resident's room when resident is not in the room. So if you want maintenance done when you are not around, please let us know if it is okay to visit when you are not in the room.
- 3. Do not touch Internet router in the room.** Please check the Internet router guide.
- 4.** Put on indoor shoes to prevent the occurrence of noise between floors.
- 5. Smoking is only permitted in the designated smoking area.** Smoking in the room is strictly prohibited.
- 6. Return your card-key and all other items that dormitory provided** on the day of your leaving. Room check with dormitory assistant is mandatory. Follow "leaving dormitory check list".  
(Penalty points for non-compliance).

[Penalty points table - Yangsan Campus]

list	Penalty points
1. Unauthorized residence (Dormitory residents and non-residents receive the same penalty) 2. Causing fire 3. Using someone else's name to apply for dormitory 4. Entering opposite sex dormitory without permission (Same penalty applies to non-residents) 5. Attempting to cause physical or mental harm to himself or others due to a psychogenic disease, etc. (※If the dormitory deems it necessary, it can notify the guardian immediately.) 6. Resident who is forced to move out immediately at the decision of the dormitory supervisor	10 points (eviction)
7. Causing damage to others by theft, assault, or drinking 8. Smoking inside the building (including roof top) 9. Bringing in animals 10. Committing an act that can cause fire	7~10 points
11. Damaging reputation of others by disseminating false information through the Internet, etc 12. Entering or attempting to enter dormitory other than a door 13. Entering dormitory accompanying non-residents, or providing accommodation and meals to non-residents or residents in other rooms 14. Renting or transferring dormitory access card 15. Damaging, modifying, disassembling dormitory facilities, or disassembled them or modified 16. Using other's name or illegally eating a meal in abnormal ways 17. Interfering work by unpleasant words and actions to dormitory personnel (including telephone and internet) 18. Leaving curling iron plugged into a electrical outlet (whether it's registered or not)	5 points
19. Person who has been drinking, holding alcohol or gambling in the dormitory 20. Person who fails to correct for violations in dormitory(Including staff, professors, etc) 21. Person who receives or opens mail under another person's name 22. Person who caused the trouble or noise (instrumental performance, floor noise, etc.) 23. Person who bring prohibited items into the dormitory (refer to [Annex 3])	4 points
24. Person who smoked in places other than smoking permitted areas 25. Person who changed room without permission(Impossible even with an agreement between the students) 26. Non-compliance with move-in and move-out procedures (Not submitting documents, Violating move-in/out date, not returning access card and other dormitory items, non-compliance of cleaning inspection procedures, etc.) ※ Additional penalty 1point for violence of two or more case above or poor cleaning 27. Person who does not comply with the room transfer procedure (dates of moving room, tidying up the room, returning access card, entering the previous room after moving etc.) 28. Person who opens the door in an inappropriate way (including leaking an access card to others, those who helped somebody with entry) 29. Person who enters other building without dormitory permission (cafeteria is allowed only during the meal time) 30. Unauthorized absence from room inspection	3 points

<p>31. Person who failed to attend online orientation (mandatory every semester).</p> <p>32. Person who has damaged wallpaper and facilities (furniture, front door, etc.) in the original room (attached with nails, stickers, wall hangings, etc.)</p> <p>33. Not suitable for communal life [Roommate Sleep Disturbance, Violation of the common refrigerator(JiHaeng hall), Violation of the rules for the use of public spaces etc.]</p> <p>34. Person who use washing machine, dryer and dehydrator after 12:00 am</p> <p>35. Person who post graffiti and advertisements without permission</p> <p>36. Person who relocate facilities (including furniture) without permission</p> <p>37. Person who fails to dispose of food after eating it on the floor (mixed food with general waste, etc.)</p> <p>38. Person who does not turn off light or leaving room with PC and air conditioner on</p> <p>39. Anyone who has thrown away or left unattended foreign objects (including toilets, sinks and water purifiers)</p>	2 points
<p>40. Person who violates cafeteria rules (Article 8(3)) and the visit procedure (Article 10)</p> <p>41. Poor room cleaning condition</p> <p>42. Person who does not follow other instructions [Failure to comply with parking area, disturbing other residents (leave personal items on corridor and emergency stairs, etc.), laundering out of non-laundry rooms, non-compliance with reception / payment periods, and deadline for confirmation of penalties (up to 3 days from the date of penalty notice), Unauthorized non-participation after volunteering, etc]</p>	1 points

※ **Penalty point reduction**

**A. Qualification: A person who does not fall under "E. Other matters"**

**B. Criteria for reduction: 1 point reduction in 2-hour activities;**

**C. Details of service: Schematic inspection, cleaning the dorm, etc.**

**D. application: Visit the administrative office and apply (possible in anytime)**

**E. Other matters**

- If you got penalties for same reasons more than twice, you cannot reduce your penalty that year.

(Penalties for Parking area violation are possible)

- Applications for penalty-reduction are not allowed if your penalty points are 10 or more

**[Electronics available]**

Sortation	lists	
available	computers, printers, stands, chargers, dryers, Fan, humidifier, vacuum cleaner	
available after registered	curling iron, air purifier (You can use it after filling out the application form in the administrative office) ⇒ Register at the time of entering the dorm and re-register every year (If machine changed or stickers damaged, you should re-register)	* Air purifier: 1 unit per person can be used, up to 40W of power consumption per room. (Condo type allows up to 70W) - not allowed to be used when the number of units is exceeded and the standard is exceeded; and Penalties - 4 points for unauthorized use  * Be sure to turn off the power when not in use. (If an outlet is plugged in, 5 penalty points even if you registered it.)
prohibited	Electronics	All electronics except available devices
	Device producing heat	All heating appliances except dryers (electric pad, hot water mat, heater, electric heater, candle, candle warmer, iron, etc.)
	All Fire Hazards	all electric vehicles and related batteries (electric bicycles, electric quickboards, electric wheels, etc.), All lighters except disposable lighters (gas charging, etc.), matches and flammable substances (flammable gases such as butane gas, flammable liquids such as gasoline, etc.)
	All Cooking device	Electric rice cooker, electric port, steamer, refrigerator, gas burner, oven, microwave oven, gas stove, etc. ※ In the case of a condominium type room where cooking is available, electric or heating devices for cooking should be registered and used after checking in the administrative office. Except for existing items.
	etc	All alcoholic beverages (including empty bottles or empty cans), all hazardous substances (explosives, transient inclusions, etc.)

※ No other items deemed inappropriate or dangerous for group life by the head of the dormitory of yangsan campus, which may cause heat or fire.

※ If there is a product that needs to be used for health reasons, make sure to contact the administrative office in advance.

**[Food Refund Criteria]**

<b>division</b>	<b>condition</b>	<b>documentary evidence</b>	<b>refund application period</b>
due to public reason	When accepted as on-campus activities such as classes, field training, and mentoring	certificates that can be issued by on-campus organizations(department, student affairs office, field training center.etc)	<p>you should apply 7 days before the start date of the reason for refund.</p> <p>※ In the following conditions, prior application is accepted up to one day before the start date of the reason for refund.</p> <ul style="list-style-type: none"> <li>- If your family members or relatives are dead and when you are hospitalized.</li> <li>- If the reason for refund occurs within seven days of the opening day (applied dormitory move-in date)</li> <li>- If the dormitory branch director recognizes it as a reason for a refund</li> </ul>
in the case of class time and meal time overlaps	if the unused class time between class time and the meal time of dormitory is less than 1 hour. *in the case of Busan campus classes, if the class time is less than 1 hour and half (3 hour round trip)	confirmed timetable (personal timetable issued by the student support system – student number and name indicated)	
due to disease or hospitalization	if you are unable to eat due to your illness or are hospitalized	<ul style="list-style-type: none"> <li>- Medical certificate - specify the accurate diagnosis</li> <li>- medical recommendation letter: note the opinion that a regular diet is not feasible and specify the impossible period</li> <li>- hospital admission confirmation letter: specify the duration of hospitalization</li> </ul>	
due to death in family	death of spouse, parents, grandparents, maternal grandparents, siblings, or children	Family Relationship Certificate and Death Certificate	

※ If a document is issued after the application period, apply for a refund in advance and submit the document separately within seven days from the end of the day.

(Application period is the same as before)

※ If you are unable to submit document within the period, make sure to contact the administrative office in advance.

※ Applications are not accepted 7 days prior to your end of dorm date **(Except reasons for illness, hospitalization, and death in family).**