

Team Proposal Priority Accommodation Project

2024/4/3 Passed by Dormitory Management Association

- I. **Origin:** For many residents, the dormitory is just a place to sleep. Many people graduate without attending dormitory activities except for night snacks. Even if they occasionally attend, they rarely feel emotionally connected to the dormitory or their peers. Therefore, we aim to create a dormitory that caters to the heart, which instead of having the newest and best facilities, focuses on having a strong sense of community. A team of people who work together to create a sense of community and unity in the dormitory will help to create a future of unforgettable memories.
- II. **Objective:** Attract student teams with interest in public affairs and life-learning programs to reside in the dormitory, working as a team to manage and improve the dormitory. They will attract more students to join in dormitory activities and create a unique dormitory full of memories.
- III. **Method:** Teams of students will apply according to the proposal. The plan review team will review and select high-quality proposals.
- IV. **Eligibility:** Undergraduate students with eligibility for on-campus dormitories. (Trials will first be held for Freshmen Women Dorm and 1st Men Dorms starting in the 2025 academic year)
- V. **Application:**
Teams of 4 must apply together (All applicants must be of the same biological sex). (All four applicants will reside in the same dormitory/room)
- VI. **Application time:** Applicants must send their application form (see appendix 1) and a complete project

proposal by January 31, 2025 (based on email timestamp).

VII. Proposal requirements:

1. There are no format restrictions, but the content must include the concept, objectives, target audience, estimated scale, execution method, timeline, Gantt chart of the project (monthly), budget breakdown, etc.
2. If proposing a space renovation, the proposal must include a needs assessment for space use and a brief explanation of promotional activities after completion.
3. If proposing management of special spaces within the dormitory, the proposal must include detailed operation procedures and division of labor.
4. Proposals for Freshmen Women Dorm are encouraged to include plans for the 1st floor outdoor leisure area or the food heat-up area within the lounge 2C of building A. Proposals for 1st Men Dorm are encouraged to assist with academic tutoring or second language support programs for the academic year. Proposals supported by relevant expertise and a portfolio are preferred.

VIII. Review and selection of outstanding proposals:

1. A review committee will be formed by the Student Housing Service Division consisting of 1 teacher, 3 members of the Dorm Student Association, 3 members of the Student Housing Service Division, and 2 experts.
2. After a preliminary review, if an interview is required, the Student Housing Service Division will notify one week in advance. At least half of the committee members must be present, and at least half of the team members must attend.

3. Teams selected for outstanding proposals will be exempt from the dormitory lottery for the 2025 academic year.

IX. Rewards and incentives: After being selected, the Student Housing Service Division will offer one year of priority accommodation and room selection.

X. Implementation and evaluation:

1. Teams selected for outstanding proposals must move into the designated room and dormitory within a certain timeframe. (for the 2025 academic year, this means freshmen dorms/1st Men Dorm)

2. After moving in, the team must:

(1) Abide by dormitory regulations. Violations by a single member will not affect the rest of the team.

(2) Cooperate with the Resident Director, and adjust the plan as needed.

(3) Submit a progress report (appendix 2) by the 5th of every month.

(4) Participate in two evaluations by the Student Housing Service Division each semester.

3. Each evaluation must achieve a score of at least 80 to pass. If a single evaluation scores below 60, or two consecutive evaluations do not meet 80, the Student Housing Service Division may cancel the team's rights and obligations and revoke their arrangement. The team must vacate the dormitory within one month of notification.

4. Teams with an semester average evaluation score of 85 and above, and a score of at least 80 for each evaluation, may receive a certificate and up to NT\$5000 per person, NT\$20000 per team.

Team Proposal Priority Accommodation Project

Application Form

Team Leader	Full name (Student ID) , telephone, e-mail
Members	Full name (Student ID) , Full name (Student ID) , Full name (Student ID) ...
Project Name	
Project description (100 words)	
Below is filled by the committee members (average score of all committee members)	
Clarity	
Completeness	
Feasibility	
Creativity	
Cost- effectiveness	
Other extra or deducted points	
Total score	

Note: When submitting this application form, a complete project proposal must also be submitted simultaneously. Proposal requirements:

(Y) (M) Project Monthly Progress Report

Dormitory : _____ Date : _____

Team Leader	Full name (Student ID) , telephone, e-mail	
Members	Full name (Student ID) , Full name (Student ID) , Full name (Student ID) ...	
Project Name		
Project description (100 words)		
Does the project meet its expected goals? (If no, please explain)		
Original planned goals	Actual achieved goals	

Please provide the original project Gantt chart.

Team Proposal Priority Accommodation Project Evaluation

Project Name: _____

Dormitory: _____ Evaluation time: ___ Semester

Evaluation No. ____

	Content	Score	Evaluation
1	Reports are submitted on time	30%	All required documents are submitted on time ※5 points are deducted for each late day.
2	On-schedule	30%	How on-schedule the project is executed compared to the original proposal
3	Teamwork	25%	Teamwork between the team members
4	Cooperation with other units	10%	Cooperation with the Student Housing Service Division and Resident Directors
5	Others	5%	Any other items that may add or deduct points ※Ex: missed e-mails and missed calls may result in points deducted
		100%	Evaluator signature :

Note : Each evaluation must achieve a score of at least 80 to pass. If a single evaluation scores below 60, or two consecutive evaluations do not meet 80, the Student Housing Service Division may cancel the team' s rights and obligations and revoke their arrangement. The team must vacate the dormitory within one month of notification.

Teams with an semester average evaluation score of 85 and above, and a score of at least 80 for each evaluation, may receive a certificate and up to NT\$5000 per person, NT\$20000 per team.