

Guidelines for Mentoring the Student Dormitory Network Maintenance Technical Service Team at National Chi Nan University

Passed by the 2nd meeting of the Computing and Networking Center Advisory Committee in the 2010 academic year on
June 21, 2011

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Amended and passed by the 1st meeting of the Computing and Networking Center Advisory Committee in the 2021
academic year on January 18, 2022

1. The Network Division of the Computing and Networking Center (hereinafter referred to as "the Division") at National Chi Nan University (hereinafter referred to as "the University") has established these guidelines (hereinafter referred to as "the Guidelines") for mentoring the Student Dormitory Network Maintenance Technical Service Team to cultivate student self-governance, improve the quality of network services in student dormitories, and assist in promoting network management and maintenance in student dormitories.
2. The responsibilities of the Student Dormitory Network Maintenance Technical Service Team (hereinafter referred to as "the Service Team") are defined according to these Guidelines.
3. The Service Team consists of 4 members responsible for female dormitories A and B, 4 members responsible for male dormitories C and D, 2 members responsible for the female graduate student dormitory, and 2 members responsible for the male graduate student dormitory.
4. The term of office for Service Team members is generally one academic year. If a Service Team member is unable to continue serving during their term, they must immediately vacate their guaranteed bed space, and the Division will select a willing student from the original Service Team waiting list to serve for the remainder of the term.
5. The Service Team shall have one team leader and one deputy team leader, elected by all Service Team members. The team leader and deputy team leader should lead the Service Team based on the principles of honesty, simplicity, and perseverance.
6. The Service Team management meetings shall be chaired by the team leader. Meetings are held once a month, with representatives from the Division attending and participating in discussions. If the team leader is unable to attend, the deputy team leader shall chair the meeting. If both the team leader and deputy team leader are unable to attend, the attending members shall elect a chairperson among themselves.
7. The responsibilities of the Service Team are as follows:
 - (1) Maintain the smooth operation of dormitory networks.
 - (2) Assist in promoting issues related to network intellectual property rights.
 - (3) Assist in promoting matters related to information security.

- (4) Inventory dormitory room network equipment, network ports, network phones, and phone quantities and functions.
 - (5) Assist students with computer network settings and report issues related to campus network usage.
 - (6) Convey resolutions from Service Team management meetings and supervise students to comply with them.
 - (7) Report incidents of improper network usage by dormitory residents.
8. The responsibilities of the Service Team leader and deputy leader are as follows:
- (1) Internally plan and convey Service Team regulations, supervise Service Team members to comply, and externally represent the Service Team.
 - (2) Evaluate the entire team and timely reflect student opinions.
 - (3) Report and handle special problems and unexpected incidents.
 - (4) Convene and chair Service Team meetings; present work reports and submit meeting resolutions or suggestions to relevant university units for reference.
 - (5) Represent the Service Team in various statutory university meetings.
9. Any student of the University who has not violated dormitory regulations resulting in eviction may register for the Service Team member selection.
10. Except during winter and summer breaks and midterm and final exam weeks, all Service Team members shall take turns on duty for 2 hours per week. The duty roster should be drafted and posted at the duty room entrance within the first week of the semester. Any changes to the duty roster must be reported and approved at the monthly management meeting.
11. The Service Team selection date shall be announced by the Division in the second semester of each academic year.
12. The Service Team selection shall be conducted by the Division, providing training, practical exercises, and tests. The admission list shall be drafted based on the scores and submitted to the Director of the Computing and Networking Center for approval.
13. The selection and testing procedures are as follows:
- (1) Announcement: Relevant information and public recruitment application forms will be announced to students via the network.
 - (2) Registration: Submit completed relevant information and recommendation letters from teachers to the Division for registration.
 - (3) Training: The Division shall conduct dormitory network-related training.
 - (4) Practical exercises and tests: The Division shall provide dormitory network-related test questions.

(5) Selection: Select the required number of members for each building and create a waiting list based on scores.

(6) Announcement of results: Submit the selection results list to the Director of the Computing and Networking Center for approval, then forward it to the Housing Service Division for announcement of dormitory assignments.

14. The Service Team selection affairs shall be handled by a selection committee composed of the Division and current Service Team members.

15. Service Team members are guaranteed bed assignments during their term of office, with rooms uniformly allocated by the Division in coordination with the Housing Service Division of the Office of Student Affairs. If during the term, a dormitory resident reports a Service Team member as unsuitable, and the investigation proves it to be true, the member shall be immediately dismissed from their duties, required to vacate the dormitory within a specified period, and a replacement shall be selected according to Article 4, Paragraph 2 of these Guidelines.

16. If a Service Team member leaves the dormitory during their term, they immediately lose their team member status. During their tenure, if they seriously violate dormitory regulations, the Housing Service Division of the Office of Student Affairs shall notify the Division to dismiss them from their duties, and appropriate disciplinary action shall be taken according to school regulations.

17. The evaluation of the Service Team is based on the following proportions:

(1) Dormitory manager and Service Team leader, deputy leader assessment (30%).

(2) Network Division supervisor assessment (70%).

Those who achieve an annual evaluation score of 80 or above may apply for a refund of half of the paid dormitory fee at the end of the following semester and will be awarded a certificate of honor by the Director of the Computing and Networking Center. Those who score below 70 in the evaluation lose their eligibility to participate in the Service Team member selection for the following academic year.

18. After the Service Team's term ends, the Division shall recommend commendations based on each Service Team member's performance during their term. Service Team service certificates will be uniformly issued by the Division every June. If a related certificate is needed during the Service Team service period, a separate service certificate may be requested from the Division. Service certificates will not be issued to those dismissed from the Service Team during their service period.

19. Amendments to these Guidelines shall be passed by the Service Team management meeting

and submitted to the Computing and Networking Center Advisory Committee for review before implementation.