

NAME	DORM	ROOM	SEAT

JUKJEON CAMPUS

Guide of Dormitory

[Jiphyunjae, Woongbihall, Jillihall]





[Guide of Dormitory]

1. Check-in Information

A. Registration

Procedures	Details	Additional Information
Registration at Management Office	I. Students are required to submit their medical report. - Tuberculosis test result (you will not be able to go in if you don't have the test result) II. Student Card/ Access Card collection	Room registration and confirmation.
Entering the dormitory room	I. Dormitory front gate can be opened by student card / dorm access card / mobile student card (DKU Application) II. Jiphyunjae : Door Lock (number) Woongbihall : Door Lock (number) Jillihall : Door Lock (Card)	Baggage Cart must to be given back as soon as possible.
Issuance of Card	New Students : Access Card Registration (5000 won) until the student card is given Enrolled Students : Student Card Registration If your student card registration is lost or broken please go to 범정관 first floor (C/S center) to remake the card	- Card Registration - Access Card deposit : Jiphyunjae : 10,000won Woongbihall, Jillihall : 5000won - Access Card deposit will be returned if you give back the card.
Room Facilities Check	Enter the "Dormitory" through the school mobile application to fill in the checklist of the room's facilities. (it must be done between 7 days from check-in day, if not you will not be able to access dormitory)	At the check-out day if there is any broken or any vandalism, it will be checked with the checklist that filled out in the first day and if it doesn't match it will be the student's responsibility.

B. Notice

- 1) Students are not allowed to change rooms or bed positions without permission.
- 2) Students without a student card will need to use a temporary access card.
- 3) For more information about the dormitory, please visit the website at <http://domi.dankook.ac.kr/?intro=1>.

2. Seat Allocation

A. Furnitures are marked A, B, C or D.

B. Students are required to use their designated seats.

3. Submitting Tuberculosis(TB) Test Result

A. All dormitory residents must submit the original copy of their tuberculosis test result before entering the dormitory.

B. The test must be taken in the current year.

C. Some medical clinics and health centers nearby are :

Name	ChaeJangSung Internal Medical Center	Seoul Samsung Internal Medical Center	Suji Health Clinic
Address	Hyun Tower 3 rd Floor, Bojung-dong 1261-2, Giheung-gu, Yongin-si	Towercity 3 rd Floor, Bojung-dong 1265-1, Giheung-gu, Yongin-si	Pungdukchun-dong 720, Suji-gu, Yongin-si
Contact Information	031-889-8665	031-889-7090~1	031-324-8901/8906
Operating Hours	Weekdays : 9.00am to 6.00pm Saturdays : 9.00am to 2.00pm	Weekdays : 9.00am to 6.00pm Saturdays : 8.30am to 2.00pm	Weekdays : 9.00am to 5.00pm

4. Dormitory Access

I . The dormitory can be accessed with Access card / Student Card / Mobile app Student Card.

II . Students should scan their cards when entering or exiting the front gate at the card reader system from outside.

III . If the front gate doesn't open it means Anti-Pass Back system has denied the access

A. Correct Example: Going in(Card Reading) → Pass the gate → Going out(Card Reading) → Pass the gate

B. Wrong Example : Going in (Card Reading) → not passing the gate and going back to the room (Card Reading) will make the Anti-Pass Back system deny your card's access.

IV . Losing or breaking Student card / Access Card

A. Reissue your student card at 법정관 first floor (C/S center) and register your card at the dorm registration office.

B. Register new Access card at the registration office: Jiphyunjae (woongbihall B104), Jillihall and Woongbihall (Woongbihall B106)

C. Reissue a new access card if you lose your access card and you can't reissue your student card.

D. You can't get your deposit money back for the access card that is lost or broken

E. You must have your student card to use the mobile student card from the DKU app.

F. You can only choose one between student card and the mobile student card/

G. For Android you can use NFC/QR, for iPhone you can only use QR

H. You can only change between student card and the mobile student card once per day. (it will reset everyday at 24:00)

I. Some Phone might not be able to use the mobile student card (Please contact Administration Team if you can't through the gate)

5. How to use digital doorlock**A. Jiphyunjae & Woongbi Hall**

1) To Enter the room

a) Slide the cover upwards and enter preset passcode.

b) Slide the cover to its original position or enter "*" to unlock the door.

2) To Leave the Room either press the button or turn the lock.

3) To Change Passcodes

a) Slide the cover of the device on the battery side and Press the "I" button.

b) Enter a new passcode (between 4 to 12 digits)

c) Press the "I" button and slide the cover of the device to close it.

d) Check if passcode is registered.

❖ Precautions ❖

- Students are advised to keep the door open when changing passcodes as an error might occur.
- It is advised to use 4 to 12 digits for security.
- Students should check with their roommate regarding the change of passcodes.

B. Jilli Hall

1) Go to the room with a registered card

2) Card touch (black part)

3) The entrance card must always be held with you.



6. Permitted and Prohibited Possessions

Permitted	Toiletries, Laptops, Table Lamps, Phone Chargers and other items deemed appropriate
Prohibited	Heating Appliances, Coffee Machine, Rice Cooker, and other electrical appliances unless permitted by faculty for health reasons

7. Internet Cable (How to Connect)

A. Find Internet cable under the desk.

B. On your computer, click Start ► Control Panel ► Network Adapter ► Local ► right click on Properties ► right click on Internet Protocol Version 6 ► the IP address and DNS will be automatically located ► Select Accept

C. Contact when working

1) Jiphyunjae : 031-8005-2852(security room)

2) Woongbi Hall : 031-8021-7493(security room)

3) Jilli Hall : 031-8021-7491(security room)

8. Air-Conditioning & Heater Settings

A. Jiphyunjae

Air-Conditioning / Heating		
Settings	Information	Remark
Automated	All rooms have a preset automated system in which the system will be switched off at: 8am, 12pm, 5pm and 7pm. System has to be manually switched on after the system if automatically switched off.	
Temperature	It is automatically set at 24 degrees Celsius.	

B. Woongbi Hall & Jilli Hall

Air-Conditioning		
Settings	Information	Remark
Automated	1. 25°C Ideally run(Power off every three hours) 2. Tropical Yash 24 hours 3. More than two days raining(Time to run-16:00 ~ 24:00)	
Temperature	It is automatically set at 25 degrees Celsius.	

Heating		
Settings	Information	Remark
Automated	The lowest temperature at 11°C	
Temperature	It is automatically set at 25 degrees Celsius.	

9. Dormitory Cafeteria Guideline

(The cafeteria has not been used since 2020, it will be announced again when it's opened)

10. Convenient Stores

- A. Operating Hours : Jiphyunjae : 08:00 to 19:00
 Woongbihall : 08:00 to 19:00
 Jillihall : 24 hours(Self Cheek-out from 19:00 to 08:00)
- B. Location : Jiphyunjae(B1 Floor), Woongbi Hall(B1 Floor), Jilli Hall(1st Floor)

11. Laundry

- A. Location : Jiphyunjae(1st ~ 4th Floor), Woongbi Hall(1st Floor), Jilli Hall(1st Floor)
- B. Operating Hours : 06:00 ~ 23:00

12. ATM Machine

- A. Operating Hours : 8.00am to 11.00pm
- B. Location : 1st Floor Lobby at Jilli Hall

13. Lounge

- A. A public lounge is located in the basement of the dormitory.
- 1) Tables and chairs are provided for the comfort of students. Students may also enjoy the TV, sofa, and microwaves available in the lounge.
 - 2) After using the facilities, students should clean up and ensure the facility returns to its original state.

14. Meeting Room

- A. Only students residing in Jibhyeonjae and Jilli Hall are eligible to book the meeting rooms.
- B. How to apply :
- Fill in the application form available in the dormitory headquarters (Woongbihall B104) between the office hours of 9.00am to 5.00pm.
- C. Cleanliness of the room should be maintained
- D. Precautions
- 1) Students may have to allocated a different booking time should there be a prior booking. (Double bookings are not allowed)
 - 2) Application for booking should be made within 7 days of the booking time.



15. Garbage Disposal

A. Garbage should be separated according to its classification at all times.

B. The garbage disposal is located at :

- 1) Jip-hyun-jae : outside the dorm building at first floor garbage disposal container
- 2) Woong-bi-hall and Jil-li-hall : Beside the first floor parking lot garbage disposal container.

C. Garbage Disposal Container Map

- 1) General Wastes : Dispose wastes in plastic bags and dispose them immediately.
- 2) Recyclable waste : Separate recyclables according to its classification when disposing.

D. Classification :

- General Wastes : Dispose wastes in plastic bags and dispose them immediately.
- Recyclable waste : Separate recyclables according to its classification when disposing.
- Boxes : Remove tapes and fold when disposing.

16. Delivery (Parcel) service

A. Self Parcel Storage box (Beside the Security office) usage guide

B. Charge of use fee

- a. First 24 hour is Free
- b. After 24hours, per hour will be 1000won, maximum paid fee is 2000won.

C. Your parcel will be sent back if :

- a. The receiver is not identified (not dormitory's student)
- b. There is no receiver's phone number (mobile phone number must be included)

D. When using the verification code / security code, parcels must be taken within 5days

- ※ To protect private informations the office will not provide student's phone number to the delivery companies.
- ※ Parcels that is not taken for more than 3 months will be thrown out

17. CCTV Request Procedures

A. Visit the dormitory headquarters (Woongbihall B104) with your ID.

B. Fill in the CCTV application form.

C. Obtain approval from dormitory facilitators.

D. Pass the approved form to the security guard to have access to the CCTV footage.

18. Dormitory Check-out and Refund Guidelines (Halfway through the semester)

A. Checking-out Procedures

- 1) Visit the dormitory website (<http://domi.dankook.ac.kr/?intro=1>) and complete the online application 5 days prior to the intended leaving date and inform the dormitory facilitators.
- 2) Check the facilities provided and report to the dormitory facilitators should there be any changes in the condition of the facilities.
- 3) Refunds will be refunded within 15 days of check-out. (Deposited into the bank account provided on the online application)

4) Please note there are no incentives in the event of an early check-out.

B. Refund Policies

- 1) Students must pay 25% of the remaining dormitory fees (according to the check-out date provided) due to breach of contract.
- 2) There is no refund amount within 30 days of check-out date.
(Exceptions will be made for students with medical reasons, military service responsibilities, or suspending a semester)
- 3) Language institute : There is no refund amount within 20 days of check-out date.

19. Dormitory Check-out (End of Contractual period)

A. Check-out processing

Procedure	Details	Remark
Application	Documents : None	
Inspection	Inspection date : 2 to 3 days prior to check out Purpose : To inspect the condition of the facilities and room cleanliness	
Moving preparation	All possessions should be removed by 3pm on the check-out date	
Responsibility	Students should ensure cleanliness of their : Personal facilities : Table, Bookshelf, Drawers, Closet, and Bed Shared facilities: Refrigerator, Floor	
Returning Access card	Time : 9.00am to 5.00pm Location : Jiphyunjae –Dormitory Headquarters(Woongbihall B104) Woongbihall, Jillihall-(Woongbihall B106) Deposit refund : 5000won ~ 10000won	
Check-out time	3pm on the check-out date provided	

B. Reminder

- 1) Dankook University will not be responsible for any loss or damage of possessions after the check-out time at 3pm. Residents are required to leave the premises by the check-out time with their possessions.
- 2) Should residents fail to receive their posts in the mail center, they should directly contact the delivery service provider for inquiries/ further action.

20. Temporary Absence from dormitory (Application Details)

- ※ Residents should apply absence or face receiving demerit points.
- ※ No application is required on Fridays, Weekends, and Public Holidays.

A. Reason for application : Personal reasons resulting in residents being unable to return to the dormitory.

B. Application Method

- 1) Online :
Visit the dormitory website (<http://domi.dankook.ac.kr/?intro=1>) ▶ My page ▶ 외박신청 (Temporary Absence Application)
- 2) Mobile Application
Download 단국대학교 app (DKU app) ▶ 생활관 (Dormitory) ▶ under 죽전 (Jukjeon) ▶ 외박 (Temporary Application)



C. Precautions

- 1) Application should be completed and submitted by 11.50pm on the beginning of the absence date. (Automated Approval)
- 2) Application will only be approved if there is a reason provided.

21. Long term Absence from dormitory (Eligibility)

A. Students attending internship which requires them to stay outside the dormitory.

※ Verification is needed

B. Students who have been back home for a long time.

22. Returning to the dormitory past curfew

A. Eligible for students who :

- 1) Have reasons relating to their major
- 2) Work
- 3) Examination period

B. Application method

1) Online :

Visit the dormitory website (<http://domi.dankook.ac.kr/?intro=1>) ▶ My page ▶ 야간신청 (Returning past curfew)

2) Mobile Application

Download 단국대학교 app (DKU app) ▶ 생활관 (Dormitory) ▶ under 죽전 (Jukjeon) ▶ 야간신청 (Returning past curfew)

C. Students should return during curfew hours (1.00am to 4.30am). If students return after curfew hours (4.30am), they will be considered as absent and risk receiving demerit points.

23. Entering student's rooms without permission

A. Facilitators are permitted to enter student's rooms in the event of an emergency (fire, water leakage or flood, electric fuse, or for the safety of students).

B. Maintenance to repair or change facilities

24. Replacement or Repair of Broken Equipments

A. Should a problem occur with the room heater or the electronical devices provided, residents should make inquiries through the dormitory website.

B. Online Application

Visit the dormitory website (<http://domi.dankook.ac.kr/?intro=1>) ▶ Jibyeonjae ▶ Community Services ▶ 고쳐주세요.

C. Residents should visit the Jiphyunjae dormitory facilitator's office (Jiphyunjae Female dormitory room 102) for help regarding items such as hangers, internet cable, door lock or extra batteries.

25. Room Disinfection

A. Room disinfection will be carried out on every two months.

B. Residents are required to leave the premises 10 minutes before the disinfection and should only return to the premises 3 hours after the disinfection.

※ Residents are advised to open their room windows to allow air flow.

26. Rules and Regulations

Student Obligations	All residents must comply with the rules and regulations and conserve the facilities provided in the dormitory
	All residents should be aware of any potential theft and should be familiar with the several fire safety in the dormitory. All residents are responsible in maintaining the cleanliness of the dormitory
	All residents should be actively involved in energy conservation including turning the lights off when leaving the premises and maintaining proper room temperature
	All residents must comply with the dormitory curfew and maintain in the premises between 1.00am to 5.00am

A. Merit Table

Action	Merit Points
<ul style="list-style-type: none"> Acting in a manner that ensures safe and secure living for residents and for preserving facilities (e.g. fire suppression, reporting on a safety incident, emergency rescues, etc.) 	3
<ul style="list-style-type: none"> Good conduct 	
<ul style="list-style-type: none"> Notable cleanliness inside the room during regular or ad hoc inspections 	2
<ul style="list-style-type: none"> Finding and reporting lost items to the dormitory office 	
<ul style="list-style-type: none"> Exemplary or model behavior 	
<ul style="list-style-type: none"> Tidying the shoe rack 	
<ul style="list-style-type: none"> Offering help to the dormitory facilitators 	
<ul style="list-style-type: none"> Participating in the dormitory volunteer program or exemplary conduct in the program 	
<ul style="list-style-type: none"> Applying for dormitory events (only for designated events offering rewards) 	
<ul style="list-style-type: none"> Attending classes conducted by management 	
<ul style="list-style-type: none"> Effective use of provided facilities 	0.5

※ Reward of Merit points will only be legitimized under the authority of the dormitory facilitators.



B. Demerit Table

Violations	Demerit Points
<ul style="list-style-type: none"> • Providing accommodation to non-residents, transferring or renting to others (Includes assisting others in unauthorized access or sharing access cards with other dormitory residents) • Gambling or assault in the dormitory • Importing and breeding pets(e.g.mammals, birds, reptiles, amphibians, aquarium fish, etc.) • Arson or theft anywhere on the dormitory premises • Any cooking or use of cooking appliances(e.g. rice cooker, induction burners, etc.) • Sexual abuse, sexual harassment, or sexual violence in the dormitory • Disorderly conduct or indecent behavior, including, but not limited to, attempting or aiding in the attempt of others to enter the floors or rooms designated for other genders • Smoking inside the dormitory(room, hallway, common areas, etc.) 	12 Immediate Eviction
<ul style="list-style-type: none"> • Bringing alcohol into or drinking alcohol in the dormitory; damaging property, harassing others or committing assault after drinking alcohol • Conducting commercial activities on the dormitory premises • Eating or having food delivered outside of approved areas 	6
<ul style="list-style-type: none"> • Alteration of the room without permission • Deliberately destroying public goods and facilities in the dormitory • Unauthorized use or possession of unregistered electrical appliances (coffee pots, kettles, electric blankets, irons, etc.). Possession and use of these items in the dormitory are only permitted if approved by dormitory administration for health reasons 	4
<ul style="list-style-type: none"> • Excessive noise that disrupts other residents will be subject to disciplinary action, if reported • Vandalizing notices; opening or acquiring another resident's mail without permission 	3
<ul style="list-style-type: none"> • Uncleanliness (room or bathroom) reported during routine or ad hoc inspections • Disobedience or noncompliance with staff or supervisors' instructions • Not attending or being present for routine inspections without proper reason • Using dormitory furniture outside or changing the original furniture arrangement inside the room • Use of adhesive or damaging materials (e.g. nails, stickers, unauthorized wall posts, etc.); unauthorized tampering with announcements or applying graffiti to announcements • Littering or failure to comply with the instructions when separating recyclables and waste • Obstructing or disturbing other residents • Visiting other rooms • Inappropriate attire in common areas of the dormitory (e.g. dressing in underwear or pajamas) • Leaving shoes outside the dormitory room 	2
<ul style="list-style-type: none"> • Abandoning personal items in shared spaces (corridors, stairways, lounges, laundry room) • Entering or exiting between 01:00~05:00 AM without permission or staying out overnight without advance permission 	1

※ Merit points will reduce demerit points with the exception of those offenses subject to immediate eviction.

※ Merit points are only awarded under the authority of the dormitory facilitators.

※ Penalty

- Immediate Eviction : An accumulation of 12 or more demerit points will result in an immediate eviction from the dormitory. No refunds will be provided / all funds will be forfeited. The evicted individual will not be eligible to apply for dormitory accommodation in the following semester.
- The dormitory has the authority to immediately evict and / or apply application restrictions to any individual who has acted in a manner inconducive to a group living environment or has not complied with internal dormitory rules or orders.

※ Prohibited dormitory access

- Any student who has been evicted from the dormitory is not permitted to enter the dormitory building.
- Any student who has not complied with a serious internal rule or has taken part in a dangerous or violent activity

27. Contact Information

Department	Contact Number	Location	Hours Available	Remarks
Dormitory Administrative Office	Jilli Hall	Woongbihall B104	Weekdays 9.00am to 5.00pm	Lunch time 12.00 ~ 1.00pm
	Woongbihall			
	Jiphyunjae			
	Temporary Absence			
Dormitory Management Office	Woongbihall	Woongbihall B106	Weekdays 9.00am to 6.00pm	Lunch time 12.00 ~ 1.00pm
	Jilli Hall			
Emergency Office	Jiphyunjae	Power Plant B101	24 hours	
	Woongbihall	Woongbihall B101	24 hours	
	Jilli Hall	Jilli Hall 101	24 hours	
Security Office	Jiphyunjae	Jiphyunjae(Female 101)	24 hours	
	Woongbihall	Woongbihall B101	24 hours	
	Jilli Hall	Jilli Hall 113	24 hours	
Dormitory Facilitators	Jiphyunjae	Jiphyunjae(Female 102)	Weekdays 9.00pm to 1.00am, Saturday/Sunday 10.00pm to 1.00am	
	Woongbihall	Woongbihall B104		
	Jilli Hall	Jilli Hall 101		
Dormitory Cafeteria	Cafeteria	Woongbihall B107	Cafeteria Operating Hours	
Convenient Store	Jiphyunjae	Jiphyunjae Basement	7.00am to 11.00pm	
	Woongbihall	Woongbihall B113		
	Jilli Hall	Jilli Hall 107		



Dormitory administration team

Jiphyunjae T. 031-8005-2907 | Woongbihall T. 031-8005-2906 | Jillihall T. 031-8005-2905
FAX. 031-8021-7172