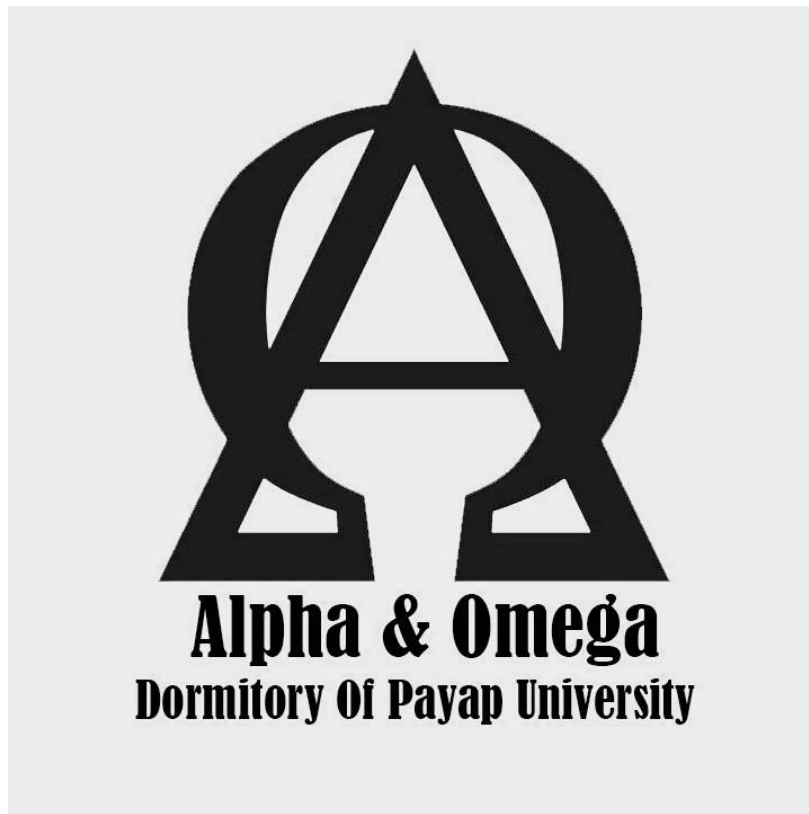


Mae Kao Dorm Payap University Manual



Introduction

Payap University's cluster of dormitories on the Mae Kao campus have composed this handbook to help students understand the qualifications for residency, regulations, and services available in the dormitories, including the care and oversight provided by the residential life staff. We hope this handbook will be useful to students during their residency with us.

Mae Kao Dorm Cluster Staff

Payap University Announcement
First Year Students at Payap University Shall Reside in
the Dormitories of the University

In order that students might become the graduates they aspire to be, with a well-rounded quality of life, acquiring developmental enhancement in many areas including academic study, creative activities, attractive life skills and ethical sensitivity, living peaceably with others and having concern for serving society, it has been deemed appropriate to require students to reside in the dormitories in order to be consistent with student development processes aforementioned.

This requirement is based on section 43 (1) and (13) of the Private Higher Education Act of BE 2546 as amended (edition 2) in BE 2550. Thus, all first year students of Payap University, as of the academic year 2555 (2012 AD), shall reside in the dormitories of Payap University for a period of one academic year, and faculties and responsible units shall operate in accordance with this announcement.

In effect as of this date, 30 March 2555.

Dormitory Residency Regulations for the Mae Kao Cluster of Dormitories (Alpha Women's Dorm and Omega Men's Dorm)

Payap University has the view that dormitory life is an aspect of education and development. Therefore, the university aspires to create a residency environment that feels like a second home with students part of a family. Because Payap University is rooted in the Christian religion, its ethical roots include peace, truth and love to be maintained in community life.

The university is very aware that building a good community like that necessitates a consensus about quality and effectiveness because those regulations and agreements are an aspect leading to peace and safety for the community. For these reasons, Payap University sees that it is appropriate to have students residing in the Mae Kao dormitories follow these regulations.

“The Mae Kao cluster of dormitories”

refers to the Alpha Women's Dormitory and the Omega Men's Dormitory.

“Students”

refers to students residing in the Mae Kao campus dormitories of Payap University.

Qualifications for Residency in the Mae Kao Cluster of Dormitories

1.1 All first year students of Payap University shall reside in Payap University dormitories on the Mae Kao campus for a period of one academic year, with the exception of students of the Mc Gilvary College of Divinity and the Mc Cormick Faculty of Nursing who shall reside in the dormitories of their respective faculties.

1.2 Payap Universit Students [wishing to reside in the dormitories] must have the following qualifications

1.2.1 They must be students of Payap University

1.2.2 who have good behavior

1.2.3 who have not been guilty of breaking the rules of the dormitories and of the university.

Equipment and supplies provided by the dormitories include:

1. A clothes closet
2. Bed
3. Mattress 3.5 feet wide
4. Reading desk
5. Chair
6. Fan
7. Curtains

Items to be secured [by students] include:

1. A 3.5 foot sheet
2. Pillow
3. Pillow case
4. Blanket
5. Clothes rack
6. Padlock for the closet
7. Floor fan (the dorms provide one ceiling fan for each room)
8. Electric extension cord
9. Necessary personal items.

Electrical appliances that students are permitted to use in the dorms include:

1. Fan
2. Iron and ironing board
3. Hair drier
4. Desk lamp
5. Computer
6. Refrigerator not larger than 5 cubic feet.
7. A television size not exceeding 21 inches.
8. Electric kettle

Electrical appliances that students are NOT permitted to use in the dorms include:

1. electric pots and skillets
2. electric rice cookers
3. toasters
4. microwave ovens
5. portable air conditioners
6. any kind of sound amplification equipment
7. large exercise equipment

Section 1 : Services

1.1 Contact officials at the dorm offices Monday to Friday from 8 to 5 or as designated to notify them of needed repairs or other services.

1.2 Contact residential life personnel (Residence Assistants, RA) daily at 07.30 to 23.30 , 10 a.m. to 8 p.m. on weekends, or on-call 24 hours a day.

1.3 In cases of problems with study or campus life, contact an RA, chaplain, dorm manager or faculty member in the dorm.

1.4 Students are entitled to use the computer rooms each day until midnight, or the reading rooms at any time.

1.5 Coin operated washing machines are available under each dorm; cooperation is requested to keep the equipment and area clean and functional.

1.6 Food services are the Sigma Services Center

1.7 A coin operated water dispenser

1.8 Laundry service is available under the Omega Men's Dorm.

1.9 Mini mart

1.10 GYM / Out door sport court

Cooperation is requested in keeping the computer and reading rooms clean. Use the computers carefully and refrain from loud noise that might disturb others.

Section 2 : Duties

2.1 Students shall endeavor to understand the regulations in this dormitory manual and shall sign an acceptance form indicating their promise to follow all stipulations.

2.2 At the end of the contractual agreement for residency in the dorms, students shall remove all their personal property and turn over to the dormitory's designated person by the time specified all the equipment provided by the dorm (e.g. bed, desk, chair, etc.). If the student fails to remove personal effects within the allotted time the dormitory personnel will take charge of the location without need to secure the student's permission.

2.3 If students need to enter or leave the dorm between the hours of midnight and 6 a.m. they must sign in or out and submit a Payap student ID badge to security personnel. If a student returns to the dorm after midnight more than 3 times in an academic term the dorm will inform the student's parents of this.

2.4 Students shall participate in all designated dorm activities throughout the year.

2.5 Students must assume responsibility for their own property. The dorm will not be responsible for damage or loss.

2.6 Students shall park vehicles in the designated parking areas and lock them each time they are parked. The dorm will not be responsible for damage or loss.

2.7 Students should not throw trash or anything unintentionally from dorm balconies and should not put waste baskets in dorm hallways.

2.8 Dorm property shall not be moved into students' rooms or removed from the dorms.

Section 3 : Necessary Information

3.1 If a student has an emergency or is sick in the night, the student can request help from the dorm Residence Assistant, as mentioned in section 1.2 above.

3.2 Paying electricity and water bills Electricity is 6 baht per unit in the Alpha Women’s Dorm and the Omega Men’s Dorm. In the event students fail to pay these charges as stipulated the dorm reserves the right to shut off electricity, and to incorporate water charges in the service charges for the dorm, in accordance with the fees stipulated by the university.

Types and rates

No.	Types of room	Number of people	Rates /people /semester	Note
1	Student Dorms (regular term), rooms with electric fan + communal bathrooms.	3	6,400 (Baht)	Damaged insurance 500 baht/ year
2	Student Dorms (regular term) air conditioned rooms + bathrooms in the room.	2	9,000 - 10,000 (Baht)	Damaged insurance 2,500 baht/ year <Not included the utility sum rate 2,000 baht/room/ month >

3	Student Dorms (regular term) air conditioned rooms + communal bathrooms.	3	7,600	Damaged insurance 500 baht/ year
4	Student Dorms (regular term), rooms with electric fan + communal bathrooms.	2	7,500	Damaged insurance 500 baht/ year
5	Student Dorms (regular term), rooms with electric fan + communal bathrooms.	3	5,200	Damaged insurance 500 baht/ year <For 2 nd year student and up>
6	SUMMER SEMESTER rooms with electric fan + communal bathrooms.	3	3,200	
7	SUMMER SEMESTER air conditioned rooms + bathrooms in the room	2	4,500	<Not included the utility sum rate 2,000 baht/room/month >

8	Daily room rental air conditioned rooms + bathrooms in the room	2	500 (Baht/Day)	Contact to reserve a room in advance and pay along with showing your ID card on the day of check-in.
9	Daily room rental rooms with electric fan + communal bathrooms.	1-3	150 (Baht/Day)	Contact to reserve a room in advance and pay along with showing your ID card on the day of check-in.
10	Monthly room rental air conditioned rooms + bathrooms in the room	2	5,000 บาท/เดือน Baht/month	<Not included the utility sum rate 2,000 baht/room/month >
11	Monthly room rental rooms with electric fan + communal bathrooms.	2	2,000 Baht/month	

3.3 If students move out of the dorm before the end of the agreement the university will not refund any money for any reason

3.4 If there are damages to the dorm room students who reside in the room will be held responsible for the amount of the damages, in which cases the costs will be deducted from the deposits made in advance. If the costs exceed the guarantees students must pay the additional amounts of costs of repairs or replacement.

3.5 Dorm staff (at least 2 per team) have the authority to enter and check dorm rooms to make sure regulations are being followed.

Section 4 : Student Disciplinary Regulations

4.1 “Big Three” regulations:

- (1) Do not possess addictive substances, things against the law, and dangerous items.
- (2) Do not disturb the peace or indulge in illegal activities.
- (3) Do not engage in improper behavior, including sexual misbehavior, in violation of Thai ethical and traditional standards

4.2 Additional stipulations

- (1) Non-residents are not permitted to enter dorm rooms.
- (2) Do not flush sanitary napkins or other things that could damage or clog toilets; please help keep toilets clean.
- (3) Students are not permitted to bring any flammable substances into the dorm.
- (4) Students are not permitted to put nails into walls or furniture, to attach stickers, to use double sided tape to deface the walls; students will be fined at rates set by the dorm for infractions.
- (5) Students are not permitted to remove, modify, or relocate any dorm equipment. Students will be fined at rates set by the dorm for infractions.
- (6) Students are not permitted to prepare food in dorm rooms or elsewhere in the dorms, except in places designated and with permission by RA staff.
- (7) No pets are allowed and no animals of any kind are to be brought into the dorms.

- (8) Loud noise that might disturb others or upset dorm residents should not be used after 10 p.m.
 - (9) Sports fields are not to be used between 9:30 p.m. and 6 a.m.
 - (10) Changing rooms is strictly forbidden without permission from dorm staff. If a student wants to change rooms dorm procedures must be followed.
 - (11) The right to reside in the dorm is granted to a specific individual. Students are not allowed to transfer that right to anyone else.
 - (12) Fire alarms should not be activated for fun. Infractions will be penalized in accord with section 5 of this manual of regulations.
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- ① For example, intoxicating alcohol, narcotic drugs of all types (smoking is forbidden in and under buildings), firearms, or other dangerous armaments.
- ② For example the use of force, fighting with others, destruction of property, gambling, or damaging buildings.
- ③ For example “making out” or “love making” (excessive displays of affection, or adultery)

Section 5 : Penalty

5.1 Infractions of the “Big Three” Rules

Penalties for infractions of any of the “Big Three” rules shall be at discretion of the dorm authorities as may be appropriate, from a warning up to expulsion from the dorm. The matter will be decided on the basis of peace, safety and what will most promote student life in the dorm community.

In cases where there is suspicion that students have committed a serious infraction of discipline two or more RAs are authorized to examine the student’s dorm room, but they must obtain permission from the dorm manager each time.

5.2 Cases of not adhering to regulations

- (1) **For a first infraction**, the incident shall be recorded and the student issued a warning from the RA or the Student Assistant (SA).
- (2) **For a second infraction**, the incident shall be recorded and a meeting held with the dorm’s faculty member in the role of elder with the RA and the student signing a document acknowledging the infraction.
- (3) **For a third infraction**, the incident shall be recorded and the student’s parents shall be notified; the RA and student will sign a document acknowledging the infraction, which will be used in assessing a punishment.
- (4) **For a fourth infraction**, the university’s disciplinary regulations shall be followed in order to preserve the peace, safety and to lead to development of quality of life for the dorm community.

5.3 ค่าปรับ 罚款

- (1) 20 baht charge for borrowing a duplicate dorm key, together with submitting the dorm card.
- (2) 100 baht for loss of a dorm key.
- (3) For infractions of regulation 4.2 (4) a 100 baht fine will be imposed and the dorm may impose further assessments if the costs are greater than that after investigation.
- (4) For infractions of regulation 4.2 (5) a 500 baht fine will be imposed.
- (5) For infractions of regulation 4.2 (6) the student must perform some services to benefit the dorm as the RA might designate as appropriate.
- (6) 1000 baht fine will be imposed for activating the fire alarm without due cause.
- (7) 1000 baht fine for infraction of regulation 4.2 (1).

Section 6 : Contact and service

6.1 Repair services

Student residents should report equipment and appliances that are missing or in need of repair belonging to the dorm by filling out a repair form at the dorm office. If it is determined that the repairs are needed because of misuse of the equipment the student responsible will be assessed the repair charges.

6.2 Duplicate key borrowing and returning

In order to guard against outside persons who are not dorm residents from gaining access to student rooms, students who wish to borrow a duplicate key shall follow these procedures:

1. Students must record data in the ledger for borrowing and returning duplicate keys from the office of the dorm
2. Show the student's dorm residency identification card
3. A staff person or one designated will take the duplicate key to open the student's room.

6.3 Contact Information

Payap University telephone numbers are 053-851478 through 053-851486
Mae Kao Dormitory Office is extension 4611 of the above switchboard numbers
Alpha Women's Dorm: office, extension 4605
Omega Men's Dorm: office, extension 4612

Website: <https://housing.payap.ac.th/>

Email : dorms.team@gmail.com

Facebook : สำนักงานหอพักนักศึกษา มหาวิทยาลัยพายัพ เขตแม่คาว

Parcel post

Students can pick up the items at the dormitory office at the specified time with the recipient's signature.

Address

Alpha women's dormitory / Omega men's dormitory Payap University
60/3 M.1 Somphoch Chiang Mai 700 Years Old Rd T. Sanklang A.Sankamphaeng
Chiang Mai, 50130