

National Taiwan Normal University

Directives for Reporting Violations of Smoking in Student Dormitories

Adopted by the General Affairs Council, Fall semester, 2022 academic year, on October 19, 2022

Amendments adopted at the 10th Office of Student Affairs Council meeting, 2023 academic year, on May 21, 2024

Amendments adopted at the 5th Office of Student Affairs Council meeting, 2024 academic year, on December 19, 2024

1. The NTNU Directives for Reporting Violations of Smoking in Student Dormitories is applied to identify and verify boarders' smoking in the student dormitory in accordance with the Tobacco Hazards Prevention Act, the NTNU Regulations for Tobacco Hazards Prevention Implementation, and the NTNU Regulations for Student Dormitory Counseling in order to realize a smoke-free campus and to maintain the campus environment and health and safety.

2. NTNU's obligation of notification and student consent mechanism:

(1) NTNU's obligation of notification - the Student Housing (hereinafter referred to as the Student Housing) should inform the boarders about the non-smoking (including regular cigarettes, electric cigarettes, heated tobacco products, etc.) policy and no-littering of cigarette butts in the dormitory when they check-in, and the faculty, employees, and students are obliged to dissuade smoking.

(2) Student consent mechanism - Boarders must understand the Non-Smoking manifesto and agree to report any smoking violation found.

3. Dissuade and report:

The faculty, employees, or students of NTNU shall record the evidence of smoking violation (such as photos, video/audio files, etc.) committed in the dormitory by the "offender," including the fact, time, and location of violation committed; the offender should be dissuaded from smoking first in accordance with Article 5 of the NTNU Regulations for Tobacco Hazards Prevention Implementation; also, the aforementioned records and information may be sent to the Student Housing for disciplinary actions.

4. Reporting violations of smoking in dormitories - activation mechanism:

The mechanism of reporting smoking violation should be activated upon a report received by the Student Housing or when an investigator from the Department of Health arrives at the scene to investigate after receiving a report.

5. Reporting violations of smoking in dormitories - confirmation of fact:

The Smoking Violation Processing Team should be formed by student representatives and school personnel jointly to handle reported smoking violations for the sake of impartiality. The Smoking Violation Processing Team will determine whether it is necessary to enter the dormitory room or the reported place to investigate based on the circumstances of the reported violation. The procedure for finding facts of violation is as follows -

(1) The Smoking Violation Processing Team shall first confirm the reported offender, re-reporting time, and reporting place jointly before arriving at the scene where the violation is reported for further process.

(2) The Smoking Violation Processing Team members upon arriving the location at where the smoking violation committed will start video recording continuously until the end of the processing for the review of the reporter, future appeals and assistance of the reported offender, statements of opinions, and for the reference of the competent authority in determining disciplinary actions and fines.

(3) If the reported smoking violation has occurred in a closed and private space, such as the bedroom, restroom, bathroom, the Smoking Violation Processing Team may enter to investigate with a consent obtained in advance.

(4) If the smoking violation has been investigated and confirmed, the Smoking Violation Processing Team will issue a citation, notify the reported offender to state his/her opinions, and inform the relevant units to handle the subsequent operations.

(5) If either the student representatives or school personnel of the Smoking Violation Processing Team cannot arrive at the scene, the confirmation of the relevant handling results should be done by both parties afterwards and then have the reported violation filed for records and further investigation.

6. Smoking cessation and health education on tobacco hazards prevention:

The Student Housing upon confirming the reported smoking violation will notify the Health Center for subsequent operations.

7. Punishment mechanism for the reported offender:

In accordance with the NTNU Regulations for Student Dormitory Counseling, those found to have been smoking shall be ordered to leave the dormitory.

8. Matters that are not addressed in the Directives for Reporting Violations of Smoking in Student Dormitories shall be handled in accordance with the Tobacco Hazards Prevention Act, the NTNU Regulations for Tobacco Hazards Prevention Implementation, the NTNU Regulations for Student Dormitory Counseling, and the relevant regulations of NTNU.

9. The NTNU Directives for Reporting Violations of Smoking in Student Dormitories is approved by the Office of Student Affairs Council meeting and will be implemented after being

approved by the University President, same for the amendments.

(This English translation is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.)

National Taiwan Normal University

Non-Smoking Health Manifesto for Boarders of Student

Dormitory

Boarders of the student dormitory of National Taiwan Normal University (hereinafter referred to as “NTNU”) understand the non-smoking (including regular cigarettes, electric cigarettes, heated tobacco products, etc.) policy and no-littering of cigarette butts inside and outside the dormitory. Faculty, employees, and students of NTNU are obliged to dissuade smoking and littering of cigarette butts on campus.

For the sake of personal health, the health of others, and a comfortable environment, the act of smoking and littering of cigarette butts in public and private spaces within the student dormitory area is prohibited. The Smoking Violation Processing Team will ask for permission to enter the room or the space inside the dormitory to investigate under the precondition of not violating the privacy of the boarders.

National Taiwan Normal University
Reporting Form for Violations of Smoking in Student
Dormitory

(this is a classified document)

1. Please fill in the detailed information of the reported offender

Time	Place	Possible of-fender or dor-mitory room number	Supporting information (Identifiable photos, video recordings, or other)	Remarks

2. Describe the committed violation in detail

3. Evidences (identifiable photos, videos, etc.) or other relevant information:

Name of reporter:

Contact information :

Processor's seal:

Reporting date:

(MMDDYY)

National Taiwan Normal University
Investigation Form for Violations of Smoking in Student
Dormitory

1. Information on the offenders

Name	Student ID No.	Room and Bed No.	Phone No.	Remarks

2. Briefing on the reported fact (the investigator's summary of the reported fact)

3. Investigation process and results (identifiable photos, videos or other evidentiary materials, and a process briefing)

4. Signature of the reported offender:

5. Signatures of the Smoking Violation Processing Team members:

(Signature)

(MMDDYY)

(Signature)

(MMDDYY)