

Department of Buddhist Studies, Fo Guang University

Guidelines for Communal Living and Working Practices

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108.10.30 108 學年度第一學期第 3 次院務會議修正通過
111.2.23 110 學年度第 2 學期第 1 次院務會議通過
111.3.4 110 學年度第 2 學期期初全院集合通過
112.2.22 111 學年度第 2 學期第 1 次院務會議通過
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115.5.11 114 學年度第 2 學期第 4 次院務會議通過

I. Guidelines for Practices of Kitchen Duty, Meal Service, and Shrine Duty

Kitchen Duty and Meal Service (1) Life MentorStudents in the Department of Buddhist Studies are expected to complete at least two sessions of community service per week, covering kitchen and meal service duties. These assignments may be adjusted as needed under the guidance of the Life Mentor. All duties shall be duly assigned and formally acknowledged by signature at the beginning of each semester.

(2) Kitchen duty check-in times: Reporting times for kitchen duty:

- Breakfast: 5:30 a.m.
- Lunch: 10:30 a.m.
- Dinner: 4:30 p.m.

Students shall report to the kitchen area.

(3) Meal service duty check-in times: Reporting times for meal service:

- Breakfast: 6:20 a.m.
- Lunch: 11:20 a.m.
- Dinner: 5:20 p.m.

Students shall report to the dining hall.

(4) Punctual attendance shall be required. Any late arrival shall result in a deduction of 0.5 conduct points per occurrence and with an additional requirement of two kitchen duty assignments. Each unexcused absence will result in a 1-point reduction in conduct marks and two additional kitchen cleaning assignments.

(5)Students who are unable to attend kitchen duty and/or meal service due to special circumstances shall arrange for a substitute in advance. Where the designated substitute also fails to attend, the substitute shall be subject to the penalties specified in Item (4).

2. Guidelines for Shrine Duty Practice

(1) Students assigned to shrine duty shall participate their practices in accordance with the designated group assignments established at the beginning of the semester, including responsibilities relating to ritual instruments, incense lamp service, dormitory inspection 巡察 (residential patrol) duties, and other related tasks. Any unexcused absence or failure to duly perform assigned duties shall result in a deduction of 1 conduct point.

(2) Shrine duty is assigned once per semester and may not be substituted unless under special circumstances with prior explanation.

1. II. Facility Maintenance, Dormitory Cleanliness, and Personal Conduct

Facility Cleaning and Dormitory Cleanliness

(1) Cleaning of public areas: Public area cleaning:

Students residing in the college dormitory shall perform cleaning duties for floors and shared areas on a rotational basis in accordance with assigned group schedules. Failure to duly perform such duties shall result in a deduction of 0.5 conduct points per occurrence.

(2) Dormitory cleanliness:

Dormitory rooms shall not contain any items prohibited under dormitory regulations. Room inspections shall be conducted periodically throughout the semester. Students who fail such inspections on three consecutive occasions shall be subject to a deduction of 1 conduct point. Those who fail to demonstrate improvement after repeated counseling shall be subject to disciplinary action in accordance with the university's dormitory regulations.

2. Self-Discipline in Daily Life

(1) Morning and Evening Practice:

All students of the Department of Buddhist Studies shall participate in morning and evening chanting practice. Unexcused absence results in a deduction of 0.5 conduct points per occurrence.

(2) Meals

1. Failure to cancel meals within 20 minutes after meal announcement, failure to attend without excuse, or failure to collect boxed meals: every accumulation of three occurrences results in a deduction of 1 conduct point; ten occurrences result in suspension of meal privileges for the semester.
2. Students may select meal plans at the beginning of the semester. Any temporary cancellation of meals shall be completed at the kitchen office prior to the commencement of kitchen duty. Cancellations made after the commencement of kitchen duty shall be deemed invalid and treated as

unexcused absences. Breakfast meals on Mondays and on the 1st and 15th days of the lunar calendar shall not be cancelled.

3. Students entering the dining hall shall be properly attired. Lay students shall wear sleeved tops with trousers or knee-length skirts; revealing clothing and slippers shall be prohibited. Monastic students shall wear monastic socks. Upon entering the dining hall and performing a respectful bow, students shall be seated in a proper manner, shall refrain from the use of mobile phones, and shall not engage in conversation. In the event of an emergency, students shall excuse themselves from the dining hall prior to attending to the matter and may return thereafter. Any violation of the prescribed dress code or dining etiquette shall result in a deduction of 0.5 conduct points per occurrence.
4. On every Monday and on the 1st and 15th days of the lunar calendar, students of the Department of Buddhist Studies shall attend formal breakfast practice in prescribed ceremonial attire. Lay students shall wear Haiqing robes or a ceremonial shawl. Any unexcused absence shall result in a deduction of 1 conduct point per occurrence.

(3) Cultivation Practice.

Students participating in Chan retreats or Buddha-name recitation retreats at the main monastery at the end of the semester shall report on time. Any late arrival shall result in a deduction of 1 conduct point per hour. Failure to attend the orientation session on the reporting day shall be deemed an absence and shall result in a deduction of 3 conduct points. Students who withdraw from the retreat prior to completion without compelling and legitimate reasons shall be required to retake the conduct practice course in the following semester.

III. Communal Living Regulations

Students who, due to personal factors, fail to maintain harmonious relations with dormitory roommates, thereby causing disruptions to dormitory management or communal order, or who fail to comply with practice-based duty requirements despite counseling by academic advisors and Life Mentors, may be denied accommodation upon review and approval by the faculty meetings of the Department and College of Buddhist Studies.

Students involved in disputes or conflicts who, without first utilizing the University's counseling and grievance procedures, initiate legal proceedings in a manner inconsistent with the principles of harmonious communal living, may be denied accommodation upon review and approval by the faculty meetings of the Department and College of Buddhist Studies.

All manners and forms of etiquette in walking, standing, sitting, and lying down shall fall within the scope of conduct practice. Students enrolled in the College shall uphold proper Buddhist understanding and right views, conduct themselves in accordance with Buddhist principles, and cultivate self-discipline in daily life. Any violation of Fo Guang University dormitory regulations shall be subject to conduct point deductions in accordance with the communal living regulations. (See Appendix I for Article 36 of the Dormitory Regulations.)

Students who accumulate 15 conduct deduction points within a single academic year shall receive a warning upon review by the departmental faculty meeting. Students who accumulate 25 conduct deduction points shall be required to vacate the dormitory.

Students who accumulate more than 15 conduct deduction points may, upon coordination by the Life Mentor, complete and submit a Voluntary Point Cancellation Consent Form (Appendix II) and undertake supplementary conduct practice of the same category during designated non-instructional periods. Such supplementary practice shall be limited to one occasion only.

Undergraduate and master's students in their first year of extended study, and doctoral students in their second year of extended study, who seek to continue residing in the Department of Buddhist Studies dormitory (shall comply with the conduct education program), may apply for an extension of accommodation for one additional semester. Undergraduate students shall obtain approval from their academic advisor for the purpose of completing credit requirements, while master's and doctoral students shall obtain approval from their thesis advisor or dissertation supervisor for thesis or dissertation writing purposes. All applications shall be subject to review and approval by the Department Affairs Meeting.

IV. These regulations shall be implemented upon approval by the Faculty meeting of Department of Buddhist Studies.

Appendix I

Reference to Article 36 of the Fo Guang University Dormitory Management Regulations regarding violation point deductions:

Point deductions for violations shall be administered with reference to Article 36 of the Fo Guang University Dormitory Regulations, as set forth below. Minor violations shall result in a deduction of 0.5 points, while more serious violations shall incur deductions ranging from 5 to 25 points in accordance with the applicable provisions.

The following violations shall result in a deduction of 5 points per occurrence (minor cases may result in a deduction of 0.5 points; quarrels shall result in a deduction of 5 points):

- (1) Loud disturbances or quarrels within dormitory areas.
- (2) Placing personal belongings in dormitory corridors and failing to improve after warnings, thereby affecting cleanliness or safety.
- (3) Unauthorized removal or destruction of announcements.
- (4) Unexcused absence from dormitory resident meetings.
- (5) Accumulating three unexcused absences from nightly roll call at 10:30 p.m. (each absence results in a deduction of 1 point).

The following violations shall result in a deduction of 10 points per occurrence (minor cases may result in a deduction of 0.5 points; serious cases shall result in 10 points):

- (1) Refusing guidance from dormitory staff or student dormitory officers.
- (2) Possessing prohibited items in dormitories or rooms, including gambling or flammable items.
- (3) Using electrical appliances exceeding 500 watts, hot pots, or induction cookers in dormitories, except hair dryers.
- (4) Cooking privately in dormitories.
- (5) Unauthorized use of electrical outlets in common areas.
- (6) Littering in public dormitory areas and failing to improve after warnings.
- (7) Smoking in non-smoking dormitory areas.

1. The following violations shall result in a deduction of 15 points per occurrence (minor cases may result in a deduction of 1 point; serious cases shall result in 15 points):

- (1) Intentional damage to public property or equipment, or the unauthorized removal or appropriation of such property or equipment for personal use.
- (2) Violation of regulations through refusal to comply with the corrective instructions of management personnel, overt defiance, or conduct demonstrating an improper attitude.
- (3) Bringing members of the opposite sex into dormitory rooms during visiting hours without

approval.

(4) Unauthorized switching of beds.

(5) Allowing overnight stays by same-sex individuals who are not residents of the dormitory building.

4. The following violations shall result in a deduction of 25 points per occurrence and immediate removal from the dormitory:

(1) Possessing firearms, drugs, or other prohibited items in dormitories.

(2) Fighting, gambling (including mahjong), alcohol-related disturbances, drug use, theft, or other improper conduct in dormitories.

(3) Allowing overnight stays by members of the opposite sex.

Appendix II

(Drafted by the Dean/Program Director)

Voluntary Consent Form for the Reduction of Conduct Deduction Points Due to Dormitory Violations (Haijing/Yunshui Building)

I, _____, having accumulated _____ conduct deduction points due to dormitory violations, hereby agree to undertake assigned duties for the purpose of point reduction as arranged by the Life Mentor.

If I propose alternative measures for point reduction, such measures shall be subject to the approval and signature of the Chair of the Department of Buddhist Studies and the Life MentorLife Mentor of Haijing/Yunshui Building.

I shall carry out the assigned duties for point reduction on _____ year _____ month _____ day, from _____ to _____, performing _____ work for point cancellation purposes.

I acknowledge and agree that, in the event of any falsification in the execution of point reduction duties or refusal to complete such duties, and if my accumulated conduct deduction points reach or exceed 25 points, I shall, upon approval by the Department Affairs Meeting, accept without objection the penalty of termination of dormitory residency.

Signature (Student): _____

Date: _____ (R.O.C.)
