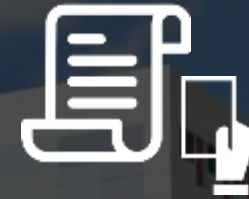
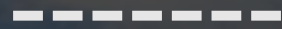




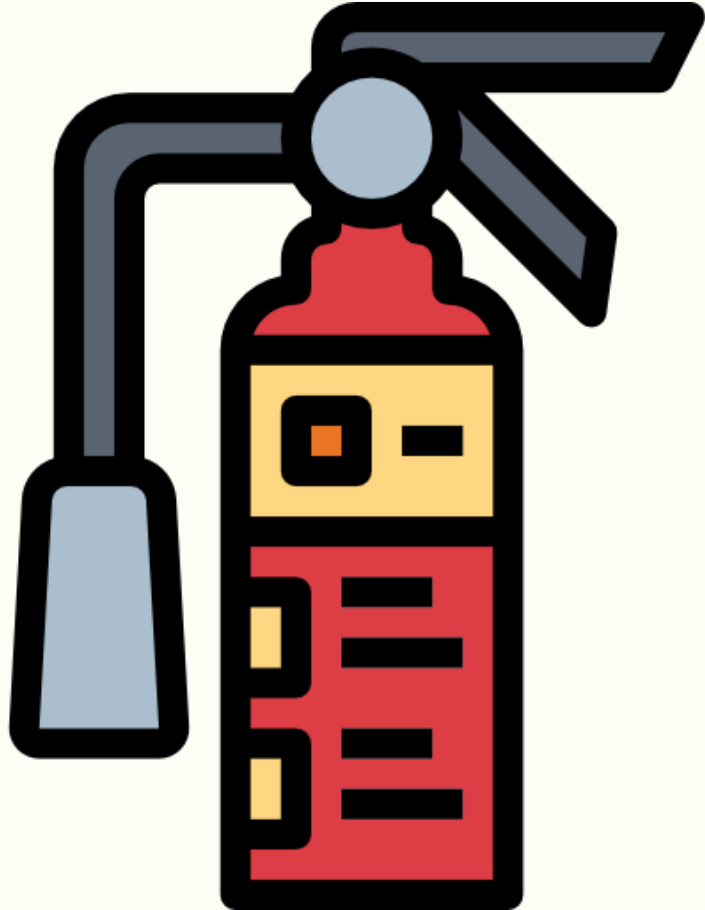
PNU Dormitory

# ORIENTATION

# CONTENTS



1. Safety manuals
2. Common notice
3. Facilities use Guide
4. Dormitory Rules and Notices
5. Midway/Regular leave procedure
6. Notice & Inquiry



01

# Action in case of emergency

The dormitory strives for a safe and pleasant living. Be sure to read the following safety manuals, take action when the situation arises.

## 01 Action in case of emergency – Fire – Understanding class of fire

### A class of fire

- General fire (general combustible material)
- Wood, paper etc.

### B class of fire

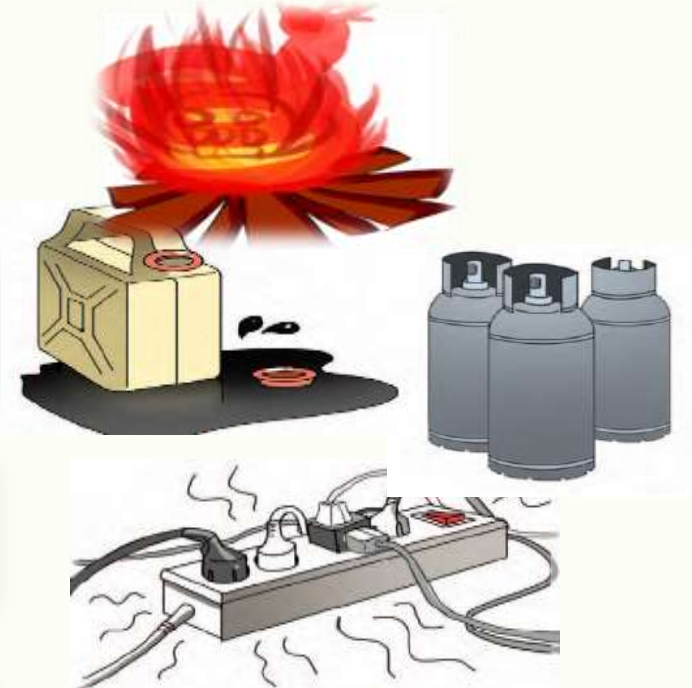
- fire caused by oil, gas

### C class of fire

- Electrical fire

### D class of fire

- Combustible metal fire



**As explanation above, Make sure fire extinguisher depends on the class of fire. Except for fires caused by cooking oil, powder extinguisher of classes A,B,C are used in the initial state fire**

## 01 Action in case of emergency – Fire

# How to use a fire extinguisher



**STEP 1.**  
pull a safety pin out

**STEP 2.**  
Turn the hose  
against the wind and  
face the fire

**STEP 3.**  
grab the handle and  
use it like sweeping

**STEP 4.**  
Double-check the  
fire went out

## 01 Action in case of emergency – Fire

### How to use an indoor fire hydrant



#### **STEP 1.**

Open the fire hydrant

One person grabs a nozzle and hose and goes to the fire

#### **STEP 2.**

The other person opens an on-off valve for fire

#### **STEP 3.**

The person opened the valve helps the person grabbing the nozzle, while making the hose not twisted

01 Action in case of emergency – Fire – How to take action

1. Set off the the fire alarm and shout "fire" for everyone to know the fire



2. Lower your posture and and evacuate quickly



3. Cover your nose and mouth with a wet towel or tissue and evacuate



4. Never touch a doorknob if it looks hot



5. Evacuation by elevator is prohibited → Use stairs

# 01 Action in case of emergency – Fire – How to evacuate

Cover your nose and mouth with a wet towel or hand



Lower your posture



Touch the wall with one hand



Evacuate quickly in one direction



# 01 Action in case of emergency – Earthquake

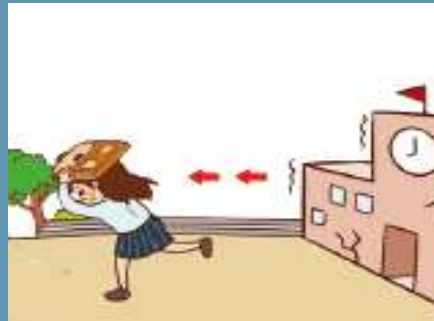
## Earthquake



Take cover under a desk or cover your head with hands, books, or cushions.

- ▶ Do not run out in a rush.
- ▶ Hold on to a handrail not to fall down from windows or stairs.

Evacuate when the shaking stops.



Open the entrance first when the strong shaking subsides. Move while covering the head with hands or cushions while evacuation.

- ▶ Do not ride the elevator. (If riding, hit every button and get out as soon as possible.)
- ▶ Stay away from windows.
- ▶ Help patients and disabled students first.

## Evacuation site



### Jilli · Woongbee

- ▶ Motorcycle parking lot in front of Woongbee A

### Jayoo

- ▶ yewonjeong (Lawn park in front of College of social science)



# 01 Action in case of emergency – Outsider intrusion

Outsider  
The first witness

Immediately  
Report this to the  
guard!

Jilli	Woongbee	Jayoo
510-7818	510-7823	510-7828

Employee ID card, visit necklace, PNU vest not wearing  
Please notify the guard immediately!

(Jayoo) Use the bedside emergency bell  
When outsiders enter the room





## 01 Action in case of emergency – Emergency situation

### Emergency situation (Diseases, accidents, etc.)



Contacting Information room  
(Telephone, emergency bell, etc.)



In very urgent situations,  
contact the relevant Institutions  
(119) immediately!



### After contacting Information room, When moving to Related Institutions



If an emergency occurs,  
go to the hospital with  
the resident assistant.



After transfer to the  
guardian



# 02

## Common notice

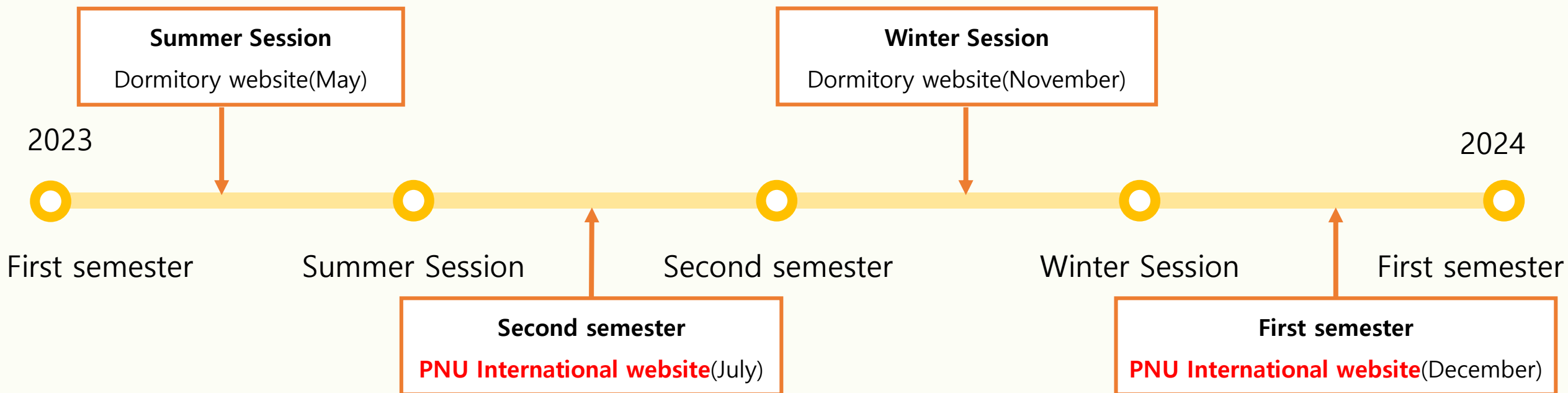
- Residential qualification & Information on Application for Dormitory for next semester
- Download Dormitory APP
- Dormitory prohibited behavior
- Noise Guidelines
- Force checkout (Penalty more than 10 points)
- Room Inspection Guide (Regular / occasional)



## 02 Common notice – Residential qualification & Information on Application for Dormitory for next semester

### ▶ Foreigner

- If you pass the first semester, you will remain eligible until the summer semester.
- ※ If you wish to live in the second semester, you must apply for dormitory for the second semester and pass.
- If you pass the second semester, you will remain eligible until the winter semester



## 02 Notice & Inquiry - Dormitory(Busan) Application

### Way to download

- Android: Android Market
- Apple: App Store
- Search: 부산대학교 대학생활원



부산대학교 대학생활원  
라이프 스타일

### Use of app

- Check the notice
- Check the schedule and notice by PUSH Alarm
- Check the daily menu
- Check the regulation

### Note

- Must be turn on the app PUSH Alarm
- \* There is no responsibility for unconfirmed alarm.
- **NO send the SMS, E-mail etc. so please down the app**

※ **Dorm Regulations Article 9 (Announcements & Notices)** ① Resident should be aware of all notices through PNU Dorm website, PNU Dorm App, bulletin boards at each hall, announcement, and etc and observe them.



# 02 Common notice – Dormitory prohibited behavior

※ check dorm regulations

Theft, assault or drunken brawl  
[- 7 ~ 10 points]

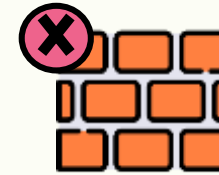


Welcome party for new students, opening party, early club meeting

smoking inside the building (including rooftop)  
[- 7 ~ 10 points]

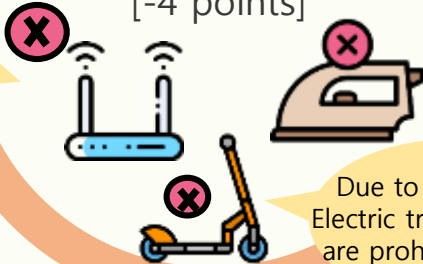


exit or entrance area  
Attempts to enter or exit  
[-5 points]



Fence around CCTV 24h recording & Checking every day!

Unauthorized electronic devices / heaters  
Possessed or used  
[-4 points]



If use Wired/Wireless route, All dorms internet is stopped!

Due to fire hazard, Electric transportations are prohibited items!

Not observing the procedures for entering and leaving the dormitory  
[-3 points]



Those who have brought a motorcycle to the restricted area (with the purchaser)  
[-2 points]



chicken is strictly prohibited !



## 02 Common notice – Noise Guidelines



Refrain from taking shower and using mini-cleaners at late night



If taking a shower or using mini vacuum cleaner at late night, It can damage to the residents around you. Please refrain as much as possible.



Refrain from calling and conversation in the hallways



Noise in the hallways can be damage to other residents. please refrain from calling and conversation by a loud voice.



Refrain from singing in the room.



Please hum the song in your mind & in a low voice. Sing with a loud voice (especially in the bathroom) can be a noise for the other person.



Maybe it's not upstairs



Dorm is not a building which is perfect for noise. noise can be occur upstairs, downstairs, next room etc. when it maintain 3~4 times, contact the TA each building and check about noise cause.



Put on the slippers at the room



Please wearing slippers inside the room, It can reduce a lot of noise.



## 02 Common notice – Force checkout ※ check dorm regulations

	Activity	Points
1	Residents who caused a fire	10
2	Residents who entered the dorm by proxy (providing name included)	
3	Student who has entered into dormitory accompanying with the opposite sex or into the dormitory for the opposite sex without permission from the dormitory (non-residents are applied for the same penalty points)	
4	The resident who has attempted an action that can cause physical・psychological damage to himself/herself or others due to psychogenic diseases, etc. ※ If necessary, PNU Dorm can inform the resident's gurdian of the actions.	
5	Residents who the Director of the dormitory determines need to be evicted immediately	
6	Residents who harmed others by stealing, violence or drinking	7 ~ 10
7	Smoking inside the building (including rooftop)	
8	Bringing animals	
9	Residents who committed actions that could cause fire	

**If the cumulative penalty reaches 10 points or more,  
will be forced to leave.  
**You must leave within 10 days  
 from the date of imposition.****



## 02 Common notice – Room Inspection Guide

※ check dorm regulations

### Regular Inspection

agree to inspect in absence?

In order to maintain order and environment in the dormitory, We carry out Regular inspection. If you are not able to participate in the inspection, you must report **'Prior notice of absence'**

- Content you agree to the inspection even if your absence. agree in advance, can inspect on the day
  - If one of the two roommates can participate in the inspection, check it out! (no need report)
- If both you and your roommate are absent → You (both) must apply

**[Application 민원신청]-[Prior notice of absence부재시점검허용] in the homepage**

### Ordinary Inspection

Living Inspection(regular inspection, leaving inspection, room moving inspection, etc.) is notified to the residents of the corresponding room through dormitory's notice before implementation, and checks the room's cleanliness, maintenance status of equipment and prohibited items. (However, if immediate inspection is required, such as when the violation of dorm regulation is reported, room inspection can be implemented after the notice without prior agreement.)

### Special Inspection

Special Inspection is implemented without any notice to the residents in situations when the emergency measures need to be taken, such as fire, theft, trespass(including reports of these situations).



## Facilities Use Guide



- Access information
- Dormitory access card Lost Attention and re-issuing procedure
- Motorcycle prohibition section
- Smoking area
- Report on facility defect or repair
- (Jayoo) Period for reporting bad facilities & Ventilation
- Restaurant (Time, How to use, How to refund food expenses)
- WiFi Guide



## 03 Facilities Use Guide – Access information (Jilli / Woongbee)

### How to enter

#### 1. How to enter the building

: Dorm card on door card reader

\* Use the dorm card received from security office

#### 2. How to enter the room

: Enter the password on door lock

\* After consult with roommate, must change the room password

\* Battery removal, Arbitrary manipulation prohibited

\* Please buy and change it by yourself, if the battery is dead

### How to change door lock password

1. Door lock in the room Press ① button

2. Enter the password to door lock in the hallway  
(4 to 12 digits)

3. Press the ① button (Registration).

### Resident who entry and exit the dormitory during the curfew

1. **Curfew: 01:00 ~ 05:00**

2. If you want to enter and exit during the curfew,

**you can enter the dorm after get penalty 2 point**

\* Visit the security office if you want to enter.

3. There may be a problem due to the difference in time from the access system, so please enter each building 10 minutes before the curfew.



## 03 Facilities Use Guide – Access information (Jayoo)

### How to enter

#### 1. How to enter the building

: Dorm card on door card reader

\* Use the dorm card received from security office

#### 2. How to enter the room

: Use the dorm card or Enter the password on the pad of door lock

\* After consult with roommate, must change the room password

\* Battery removal, Arbitrary manipulation prohibited

\* Please buy and change it by yourself, if the battery is dead

### How to change door lock password

1. Door lock in the room Press ① button

2. Enter the password to door lock in the hallway (4 digits)

3. Press the ① button (Registration).

### Those who want enter the dorm during the curfew

1. **Curfew: 01:00 ~ 05:00**

2. If you want to enter and exit during the curfew,

**you can enter the dorm after get 2 penalty point**

\* Resident who enters dormitory building(including access to fence in case of Jayoo dorm) during the curfew = -2 penalty points

\* Visit the security office if you want to access.

3. **The Curfew time(1:00 a.m. to 5:00 a.m.) is applied on the main entrance(fence) and the entrance of each building.**

ex 1) Main entrance = 1:03 : -2 points

ex 2) Main entrance = 12:57 → A or B hall Entrance = 1:00 : -2 points

ex 3) Entrance to A or B hall = 12:57 → Reentry to A or B hall = 1:10 : -2 points

4. **Please use the connecting passage on B1F when moving to A hall and B hall during the Curfew time.**

5. There may be a problem due to the difference in time from the access system, so please enter each building 10 minutes before the curfew/

6. Opening time of the entrance which the direction of restaurant on B1F of B hall. -Breakfast(6:30~9:30)/ Lunch(11:30~14:30)/ Dinner(17:00~19:00)

## 03 Facilities Use Guide – Dormitory access card Lost Attention and re-issuing procedure

### Dormitory access card Lost Attention and re-issuing procedure

- ※ If you do not report a lost access card, you will be liable for damages and legal liability in case of problems in the dormitory.
- ※ If you lose your access card, please report it immediately.

#### <Re-issuing procedure guide>

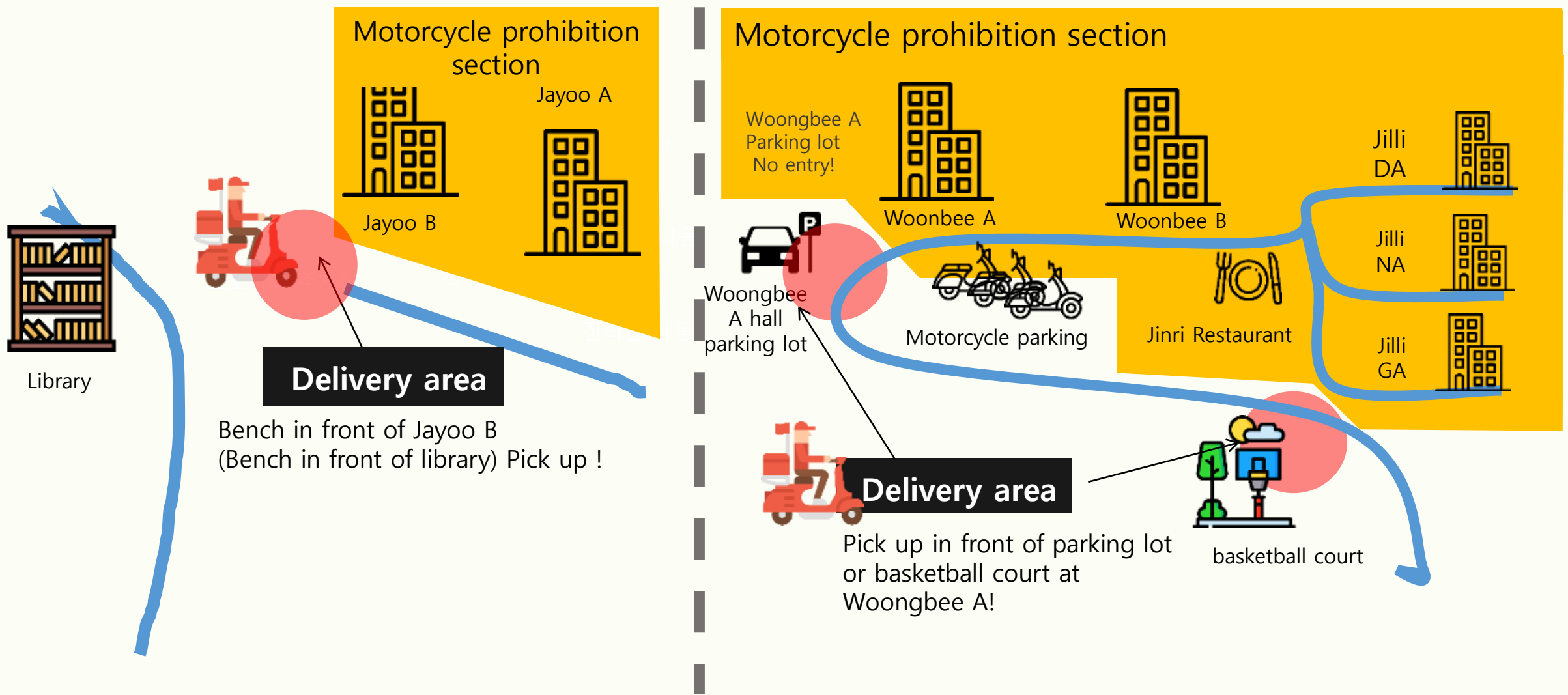
- ◎ Jayoo: [Report lost to administrative office] → [Visit Jayoo B 1st floor Operation Office next to the information room] → [Bring ID and reissue fee (10,000 won)] → [reissue]
- ◎ Jilli · Woongbee: [Report lost to administrative office] → [visit dormitory office] → [Bring ID and reissue fee (10,000 won)] → [reissue]

#### <notice>

- Report lost and Details on reissue of access card  
: Contact to the dormitory administration office (☎ 051-510-7827)



- 03 Facilities Use Guide – Motorcycle prohibition section
- ✘ Those who have brought a motorcycle to the restricted area (with the purchaser) -2 points!





### 03 Facilities Use Guide – Smoking area

\* Outside the smoking area - 3 point!



Woongbee/  
Jilli smoking place  
Between Woongbee and Jilli  
Under the smoking tent



Jayoo smoking place  
Bench in front of Jayoo B



## 03 Guide for Facilities Use – Period for reporting bad facilities and free repair

After checking in, check the facilities in the room for damages, and **if any items are damaged**, please **notify the administrative office (operator) within the period.**

If you do not notify bad facilities, the process is as follows **regardless of what you did.**

1. **The cost of the repair will be borne by the resident.**
2. **The 5 penalty points will be imposed.**  
[Dormitory Regulation Penalty Table]  
**Damaging, destroying, disassembling, modifying the dormitory facilities and commodities.**

- Facilities List  
All Internal Facilities like Router, Veranda window, Showerhead, Toilet, Drain, etc.
- How: [Homepage] – [Application] – [Facility maintenance] – [Apply Internet Repair]



# 03 Guide for Facilities Use – (Jayoo) Period for reporting bad facilities & Ventilation

Residents of Jayoo can access the FMS site to participate in facility and other complaints and satisfaction surveys.

Please use a lot of you!




Web site access

1. Site  
<http://moips.btl-fm.com>
2. [Homepage]-[Login]-  
[Facility maintenance] -  
Connect automatically  
in case of Jayoo.

Login to FMS site

**ID : Student ID**  
**PW : Student ID+a!**

[Only residents of  
Jayoo!]

-  **민원요청**  
In case of facility and Internet problems
-  **만족도평가**  
Quarter satisfaction survey (3, 6, 9, 12)  
We look forward to your involvement!
-  **공지사항**  
Facility announcements (by the operator)



### 03 Guide for Facilities Use – **(Jayoo)** Period for reporting bad facilities & Ventilation



Fire alarm of Jayoo is **smoke detectors which use smoke or gas to detect fire.**

Therefore, please be sure to **open the veranda window** when you use spray or mist, because it may react to spray or mist. If you use it over heating, there will be condensation on the fire detector, which may cause malfunction. So please **ventilate during the heating operation period.**



## 03 Guide for Facilities Use – Restaurant (Time, Change of meal, How to refund food expenses)

### 1. Opening Time of cafeteria

- Early breakfast(only for breakfast applicants) = 07:00~08:00(Vaction:07:30~08:00) / Breakfast = 08:00~09:00
- Lunch = 12:00~14:00 (Vaction: 12:00 ~ 13:30)
- Dinner = 17:30~19:00

### 2. Change of meal: Apply on the date of the fixed timetable for each semester (once per semester)

- Refer to the **notice on the dorm website at the beginning of each semester**, such as the application period and way.

### 3. Refund of food expense <Dorm regulation or dorm website – 생활안내 – refer to 환불안내 >

- **Reason for refund** : When class time and meal time overlap(less than 30 minutes of time in between classes and time of cafeteria), Official reason(Reason that recognized as classes), Personal diseases, Resident's Hospitalization, Bereavement
- **Application Period: Apply in advance 7 days before the occurrence of reasons for refund**
- ※ Please make sure to contact administration office in advance in case you cannot submit evidential documents within the refund application period.



### 03 Facilities Use Guide – WiFi Guide

**Wi-Fi Password of the Room: PUSAN+hall(in English)+Room Number**

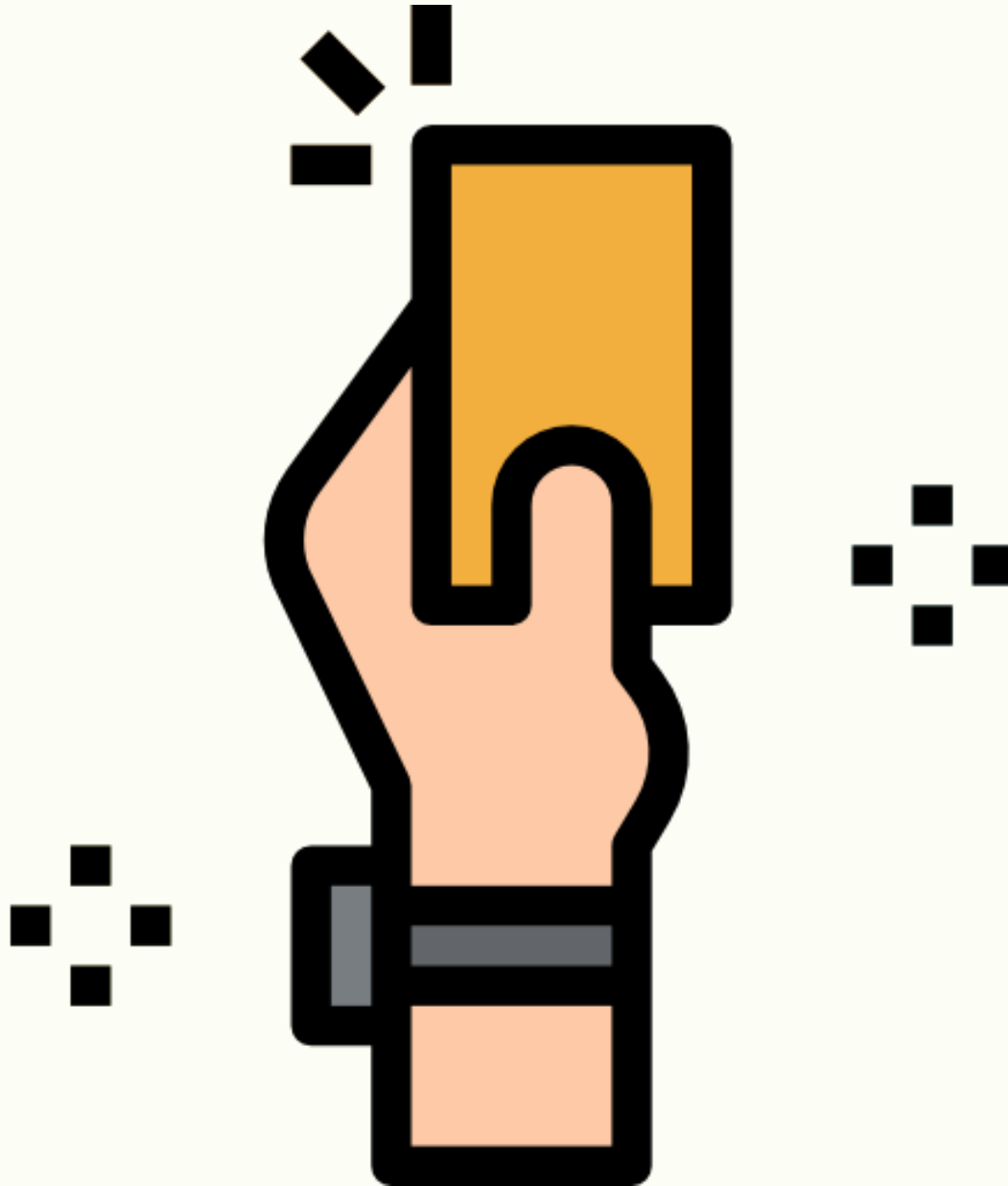
- ▶ **Details: [PNU Dorm Website] – [시설안내(about facilities)] – see the [WiFi Guide]**
- ▶ **Examples of Wi-Fi Passwords for dorm**
  - **Woongbee ex) pusanA111, pusanB112**
  - **Jayoo ex) pusanA111, pusanB112**
  - **Jilli ex) pusanGa111, pusanNa112, pusanDa113**



# 04

## Regulations and Precautions

- How to check Dorm regulations
- Guide for plus or penalty points
- Penalties procedure
- How to apply for volunteer
- Registration of curling iron and electric vehicle
- Penalty imposed case





# 04 Regulations and Precautions – How to check Dorm regulations

부산대학교 대학생활원 부산캠퍼스

생활원소개 ▾ 입/퇴사안내 ▾ 민원신청 ▾

자유와 진리를 향해 응부  
'19. 3. 대학생활원 솔루션 공모 최우수 당선작  
부산대학교 대학생활원 부산캠퍼스

대학생활원 앱 안내  
Notice for Dorm App

- ▶ 공지사항 알림을 받을 수 있는 앱을 다운 및 업데이트바랍니다.
- ▶ Please download or update the app which you can receive notice notifications.

자세한 사항은 공지사항 참조  
More details, refer to the notice

1일 동안 보이지 않음

부산대학교 대학생활원  
시설물 하 & 무상수  
Facility defect reporting.

OT **원생수칙** 시설보수 양식함 식단표

원생수칙

공지사항 입/퇴사안내 원생계시판 원생회공지

2024-02-29 **조기** **조기** **조기** **조기** **조기** **조기**  
등록된 식단이 없습니다.  
더보기 +

지원서 작성

합격자조회

공지 (내국인) 2024학년도 1학기 자유관 식당 운영 결정 ... 2024-02-23

공지 (외국인) 2024학년도 1학기 자유관 식당 운영 결정 ... 2024-02-23

공지 2024학년도 1학기 대학생활원(부산) 신입생 대상 ... 2024-02-15

공지 자유관 주차장 엘리베이터 증축 공사 안내 2024-02-22

공지 1학기 인사 전 워생실 청소 안내 Notice about Roo... 2024-02-06

How to check Dorm regulations

1. [PNU Dorm Website] – ['원생수칙' Click]
2. [PNU Dorm Website] – [생활안내(Notice)] – [원생수칙(Regulations)]



## 04 Regulations and Precautions

– Guide for plus or penalty points

※ **Penalty points are not individually notified.**

[Dorm homepage] – [My Page] – [Check Penalty Points]

You have to manage penalty points on your own and on a regular basis.

**3 or more  
penalty points**

**Not available for dormitory entry  
for the following year !!**

Pluses and penalties are linked  
between campuses in other areas!

**Penalties can be  
reduced by getting  
plus points or  
volunteer !**



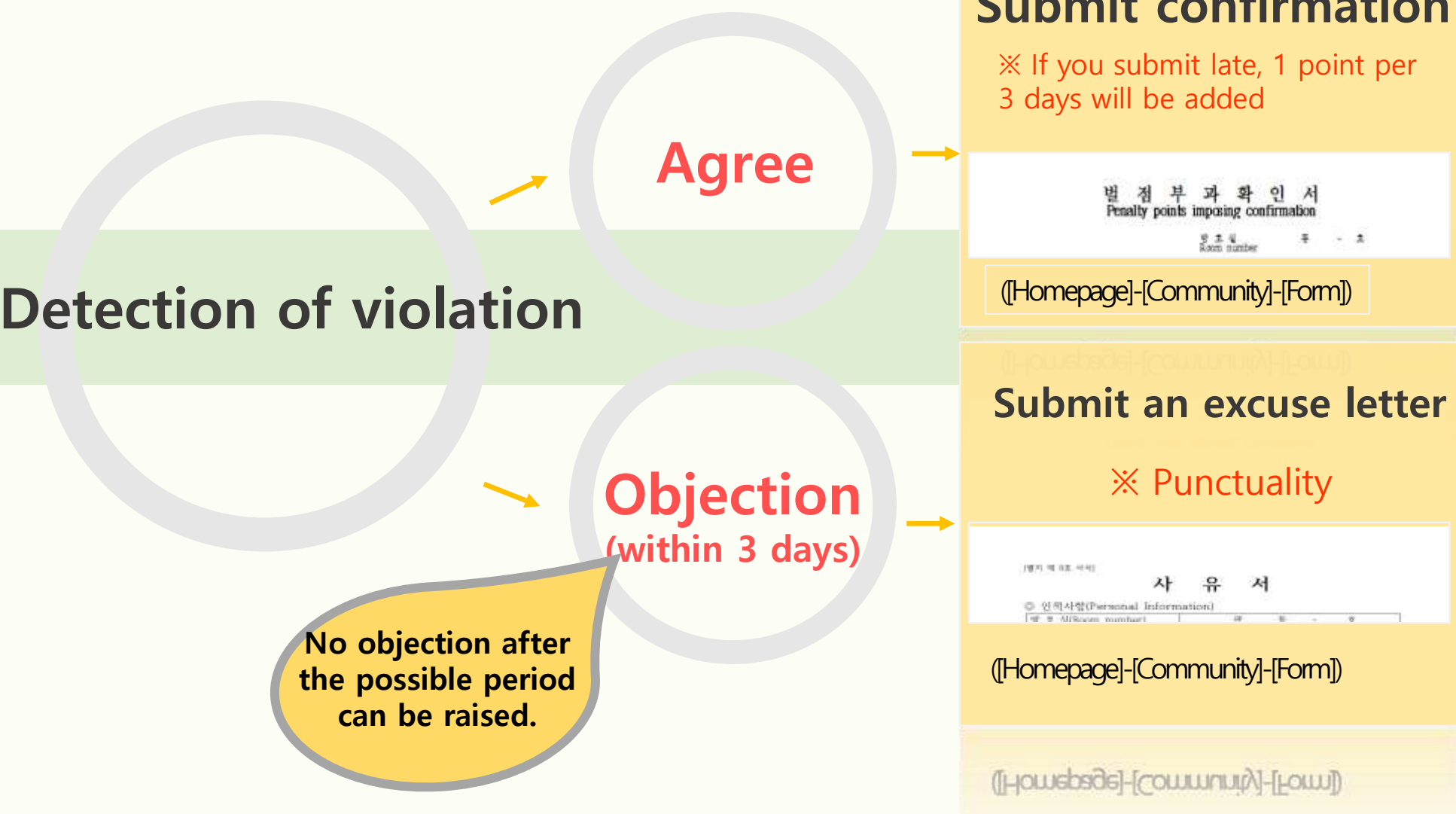
### Note,

If the cumulative penalties are **8 or more**, you **cannot get plus points and reduce penalties!**

If the cumulative penalties are **10 or more**, you **will be forced to leave within 10 days of notification!**



# 04 Regulations and Precautions – Penalties procedure



**Where to submit (May change)**

- Woongbee, Jilli
  - ▶ Penalty box next to assistant Room in 도란도란(dorandoran)
- Jayoo
  - ▶ Next to board (B-1<sup>st</sup> floor)



# 04 Regulations and Precautions – How to apply for volunteer (reduce penalties)

- If you are imposed penalties by the same reason, you cannot reduce penalties again.
- In the case of 8 or more penalties, you can't reduce penalties.
- **During the application period, you can't reduce penalties.**

[별지 제 10호 서식]

### 봉사 활동(상점 취득) 및 벌점감면 신청서

Application for volunteer activity(getting plus point) and reducing penalty point

학번 StudentID	성명 Name	현재 상점 내역 Plus/Penalty Points	( )점
동·호실 Room	관 동 - 호 연락처 Contact		

- 개인정보 수집에 관한 안내 Information about collecting personal information
  - 수집 및 사용 목적 : 봉사 활동(상점 취득) 및 벌점감면 신청
  - 수집 항목 : 학번, 성명, 생활원 상점내역, 동·호실, 연락처
  - 개인정보 보유 및 이용 기간 : 5년
  - 목적 외 사용 금지
  - 본인을 거부할 권리가 있으며 거부 시 봉사활동(상점 취득) 및 벌점감면 신청서 불가함
  - 동의 (Agree) □ 동의하지 않음 (Disagree)

위 문영은 아래와 같이 대학생활원 봉사활동(상점취득) 및 벌점감면을 신청합니다. I would like to apply for volunteer activities(getting plus point) and reducing penalty point as follows.

201 . . . . .  
신청인(Name) : (서명)(Sign)  
대학 생활원 장귀하

[전취선 이하 작성 금지]

#### 1. 봉사 활동 및 상점 취득 내역

일자	시간	장소	봉사 활동 내용	확인자
				(인)
				(인)
				(인)
				(인)
				(인)

#### 2. 상점 승인 내역

현재 누적 상점	승인 상점	최종 누적 상점

#### 3. 벌점 감면 승인 내역

현재 누적 벌점	감면 승인 벌점	최종 내역	상점	벌점

승 인 일 : 20 . . . . .  
승 인 자 :  
 지도 교수  
 대학생활원장

담당	필경	지도교수/실경	원경
		결결	

1 point per 3 hours

Deciding service contents after counseling

## How to apply [ver.resident] (may change, Will be announced)

- ① Visit the assistant office - operation : Mon, Wed, Fri 19:00 ~ 23:00
  - ▶ Jilli · Woongbee → 도란도란(under the jilli cafeteria) ▶ Jayoo → B hall B1
- ② Write down the application and Get a confirmation stamp.
- ③ Do volunteer activity
- ④ After receiving volunteer confirmation
- ⑤ **submit the application to the dorm administrative office.**
- ⑥ Finally check [dorm homepage] – [my page]

## 04 Regulations and Precautions— Registration of curling iron and electric vehicle

### Common important points

- electric vehicles registration items are brought in directly and registered.
- If the sticker is damaged, the sticker must be attached again.
- If the registration device has changed, you need to register again.

### Electrical Heat Instruments

- Hair dryer and Hair Iron can be used without registration
  - Condo type does not bring product and can register.
  - **Regardless of registration, the plug must be unplugged if not in use.**
- (Iron) Even if the power of the multi-tap is turned off, Penalty will be given if plugged in.  
(5 point)

### Electric vehicles

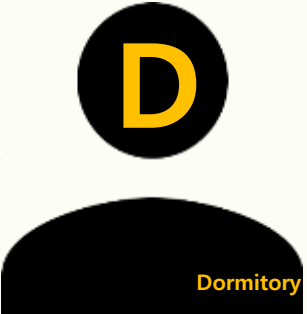
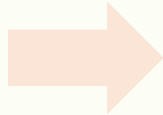
- ▶ **Never bring electric vehicles and related items(Battery, etc.) to room or dormitory and Charging in dormitory buildings and surroundings is absolutely impossible.**
- ▶ Confiscated if not registered or designated location. (Cut the lock.)
  - Woongbee · Jilli  
: Woongbee Motorcycle parking lot
  - Jayoo: Motorcycle parking lot



# 04 Regulations and Precautions – Penalty imposed case



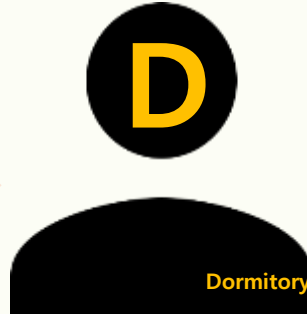
When I ordered it in, I asked to wait at the parking lot of Woongbee A-dong. But the delivery guy came to the front of the building. In this case, do I have to receive penalty points?



Yes, the penalty points will be imposed because we can't identify that part.



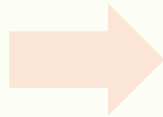
I have crossed the wall of Jayoo at curfew time. It's an unavoidable choice because of the cold. Do I have to receive penalty points?



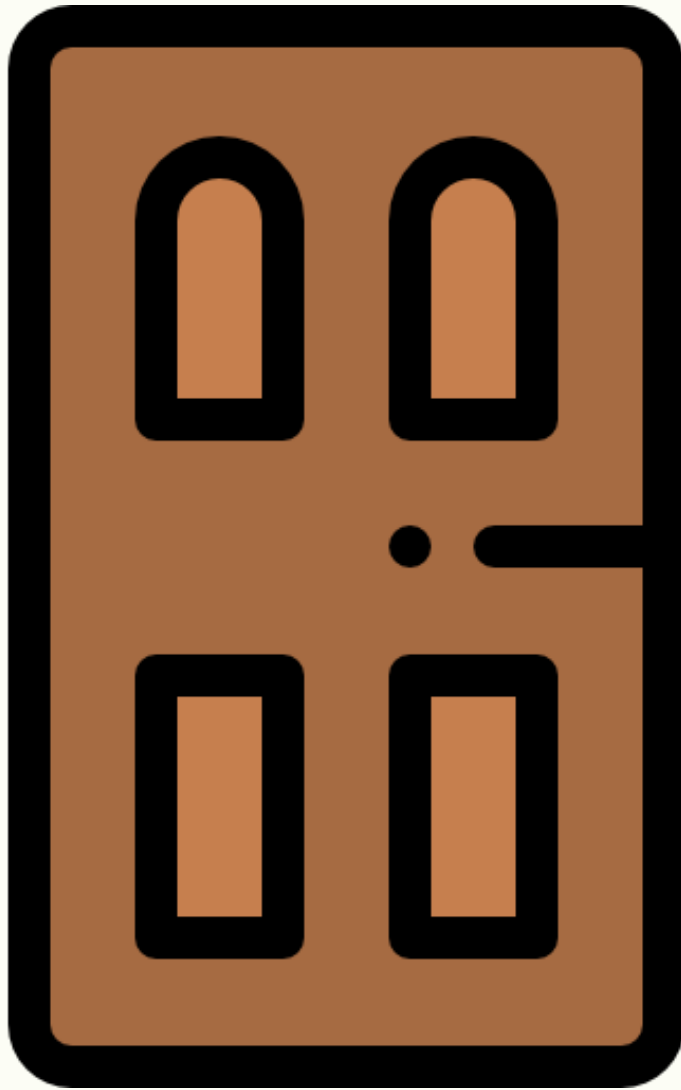
Yes. If you press the button at curfew time, the security will open the. Instead, the 2 penalty points will be imposed.



Can I use a personal router? The internet is too slow..



No. Personal routers can not be used because they affect the whole router network.



05

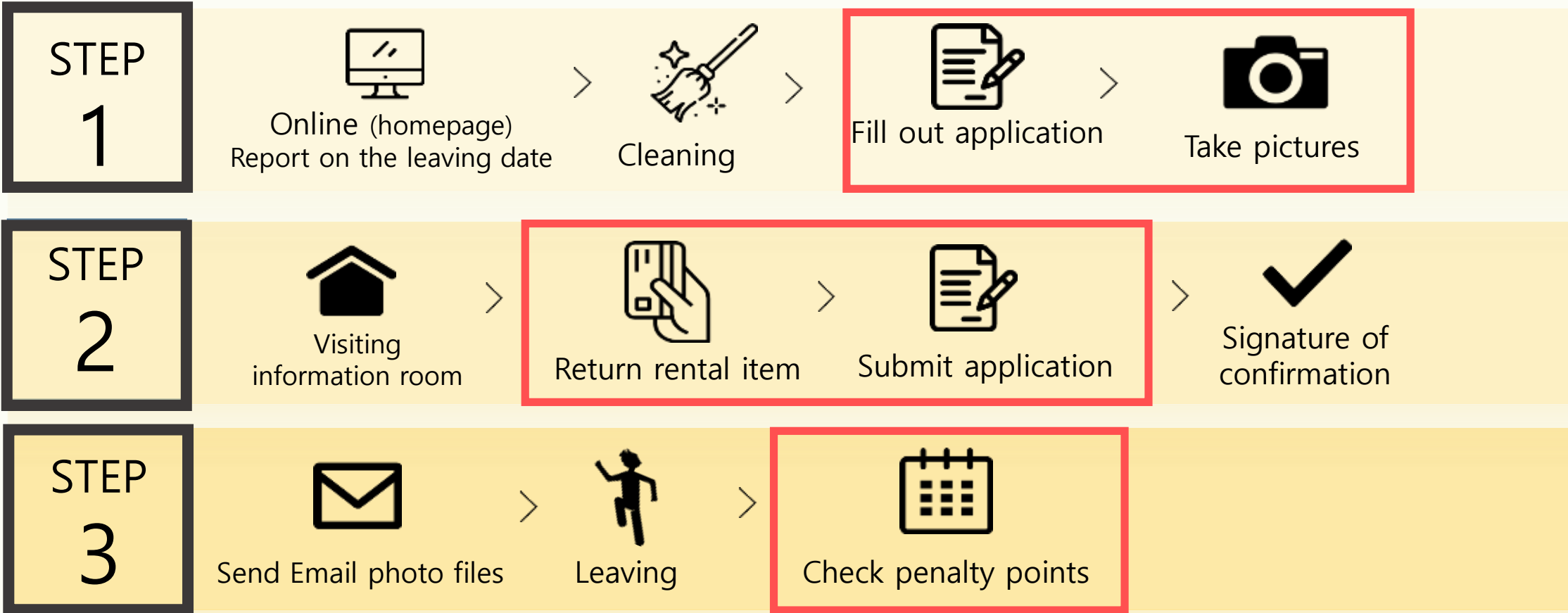
## Midway / Regular leave procedure

- The procedure of midway leave
- The procedure of regular leave



# 05 The procedure of midway leave

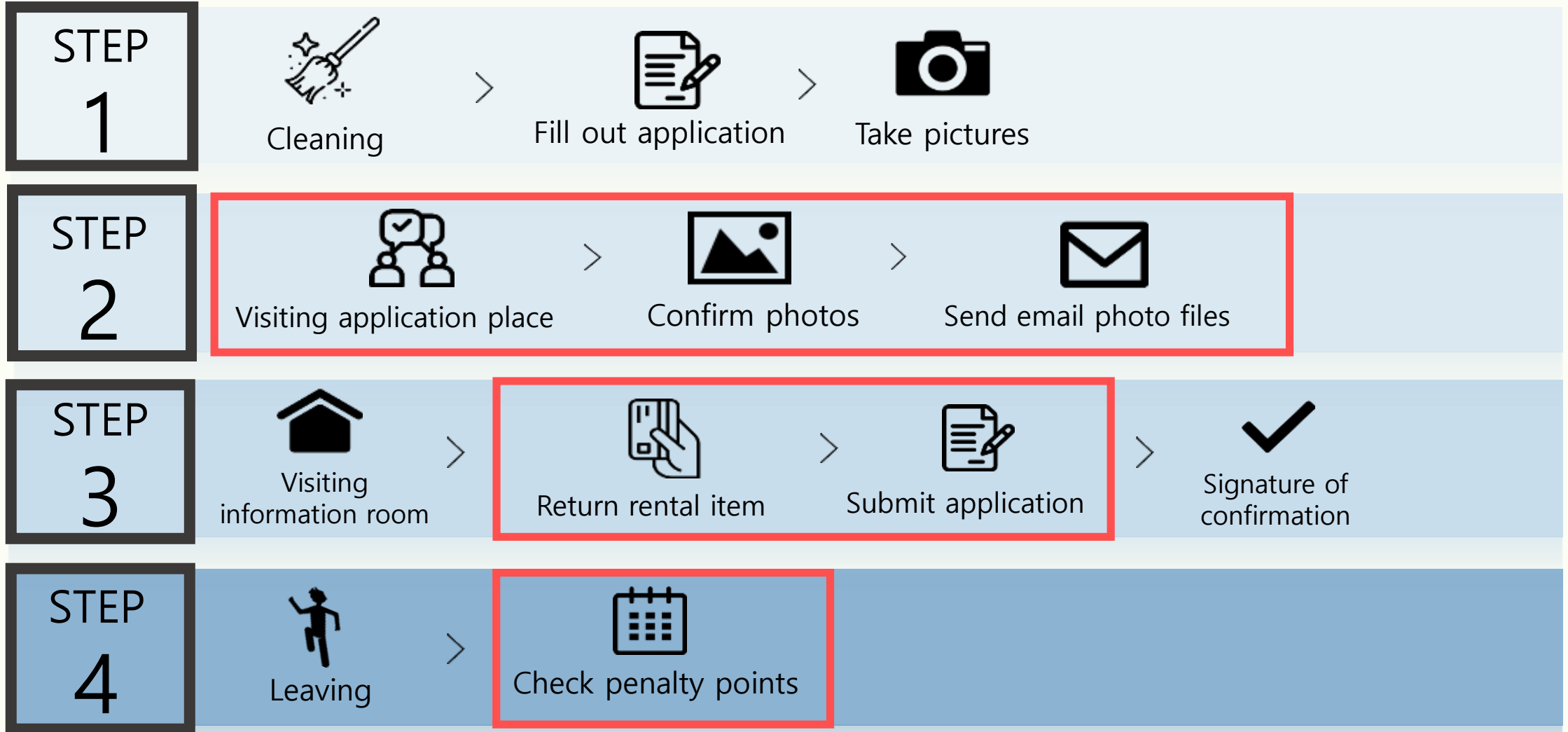
※ You can see the details! (Homepage – Notice – Enter/Leave)



\* After you move out, assistant will check the room



# 05 The procedure of regular leave ✘ It will be announced before the regular leave period!



\* After you move out, assistant will check the room



06

## Notice & Inquiry

**Woongbee Security Office** : 051-510-7823

**Jilli Security Office** : 051-510-7818

**Jayoo Security Office** : 051-510-7828

**Jayoo Operating Office** : 051-510-7829

**Woongbee Operating Office** : 051-510-7821

**Jilli Operating Office** : 051-510-7806

**Administrative office** : 051-510-7827



## 06 Notice & Inquiry

### [Dormitory Notice]

Dormitory homepage  
(<https://dorm.pusan.ac.kr>)  
Notice board of each building

### [Facility and internet repair application]

Homepage - [Application]  
※ Not bulletin board for resident

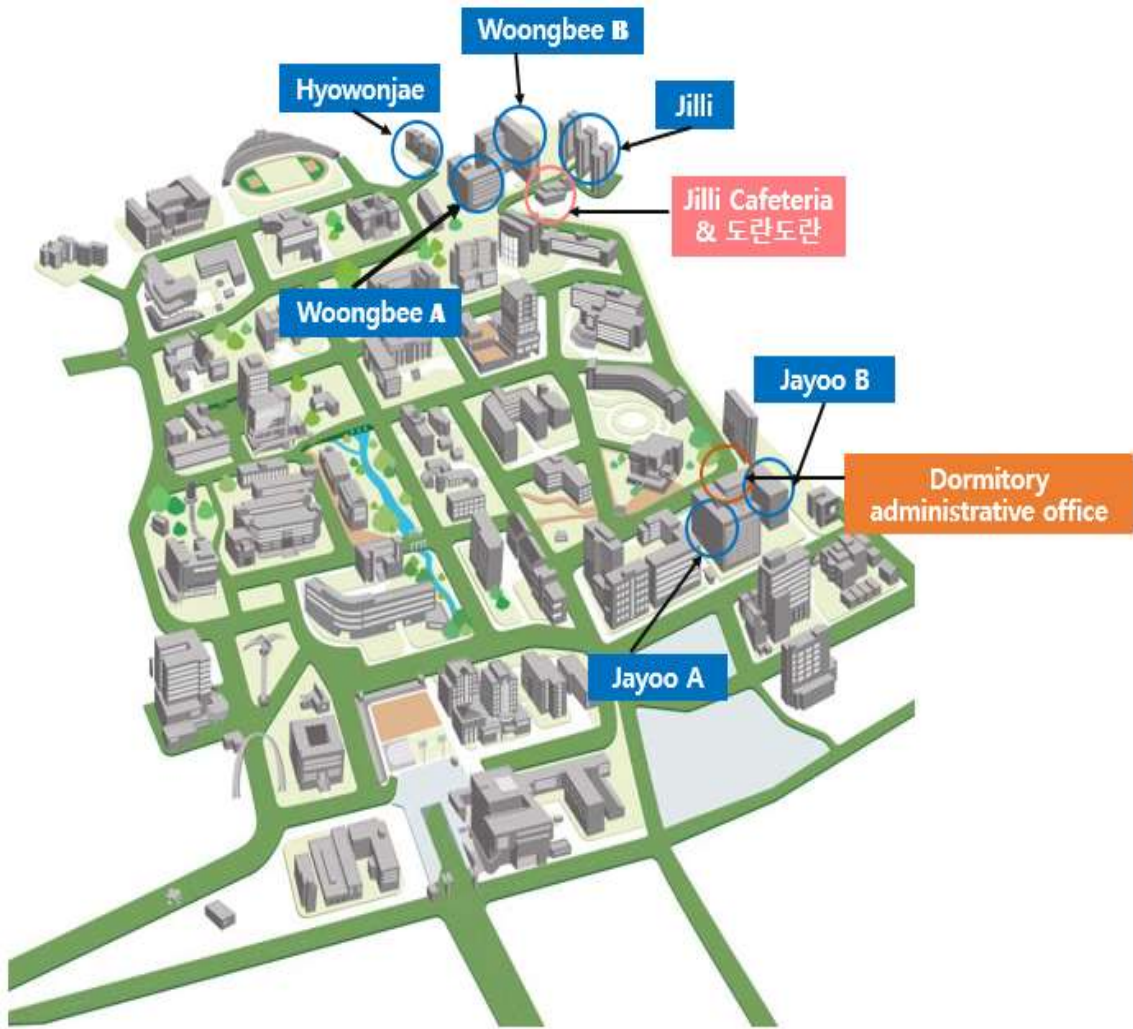
### [Bulletin board for resident]

Inquiry about living  
※ Frequently Asked Questions  
→ [FAQ]

※ **Notice & Penalty points will not be sent by individual SMS!**  
**Please check the notice board and homepage regularly!**



# 06 Notice & Inquiry



## [Integrated administrative office]

- Next to the Jayoo building (building number 316)
- Working hours: **Weekday 09:00~18:00**  
(Lunch 12:00~13:00)

## [Assistant office]

- Woongbee, Jilli : 도란도란 (under the Jilli cafeteria)
- Jayoo : Jayoo B hall B1

## [Working hours of assistant office]

- Mon · Wed · Fri :19:00 ~ 23:00

※ <Contact number: Notice board of each building>