

# **Seokdang Global House Information**

Office of International Affairs  
Dong-A University

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- Application form for checking-in
- Furniture and furnishings checklist
- Application form for checking-out
- Stay out overnight application

# Seokdang Global House Introduction

Seokdang Global House(Also called 'SGH')

To provide pleasant international student life to our international students, on July 1st of 2015, the SGH dormitory was built exclusively for international students.

## 1. Current state of facilities

A. Address : Busan Metropolitan City

30-1 Daecheong-ro, Jung-gu, Busan, Korea 600-074

(Roughly a 5 to 10 mins walk from Bumin Campus)



B. Size : 1 Basement floor ~ 15 floors Above Ground

- **Educational Facility: 2<sup>nd</sup> ~ 4<sup>th</sup> Floor**

Classification	Use	Direction	Qty	Capacity
Large Class	Group Lesson	2 <sup>nd</sup> Floor	1	Accommodates 70 individuals
Small Class	Step-by-Step Korean Classes	2 <sup>nd</sup> ~ 4 <sup>th</sup> Floor	10	Each Room Accommodates 15 individuals
Internet Cafe	Information Search	3 <sup>rd</sup> Floor	1	Accommodates 21 individuals
Administrative Office and Korean Language Teacher's Office	Administrative Services	2 <sup>nd</sup> Floor	1 room each	-

○ **Dormitory Facilities: 4<sup>th</sup> Floor ~ 15<sup>th</sup> Floor**

Classification	Use	Direction	Qty	Facility details
Dorm Facilities	VIP room(Guest room)	4 <sup>th</sup> Floor	2	Capacity: 2 individuals(max. 4)
	Guest room(single)	5 <sup>th</sup> , 6 <sup>th</sup> Floor	22	Capacity: 22 individuals
	Superintendent	7 <sup>th</sup> Floor	1	Capacity: 1 individual
	Student room (including rooms for the disabled)	7 <sup>th</sup> ~ 15 <sup>th</sup> Floor	93	Double Rooms (Capacity: 185 individuals)
Amenities	Laundry, Lounge, Cafeteria	1 <sup>st</sup> , 4 <sup>th</sup> Floor	1 room Each	-

## 2. Administrative offices and contact information

### A. SGH administrative offices and contact information

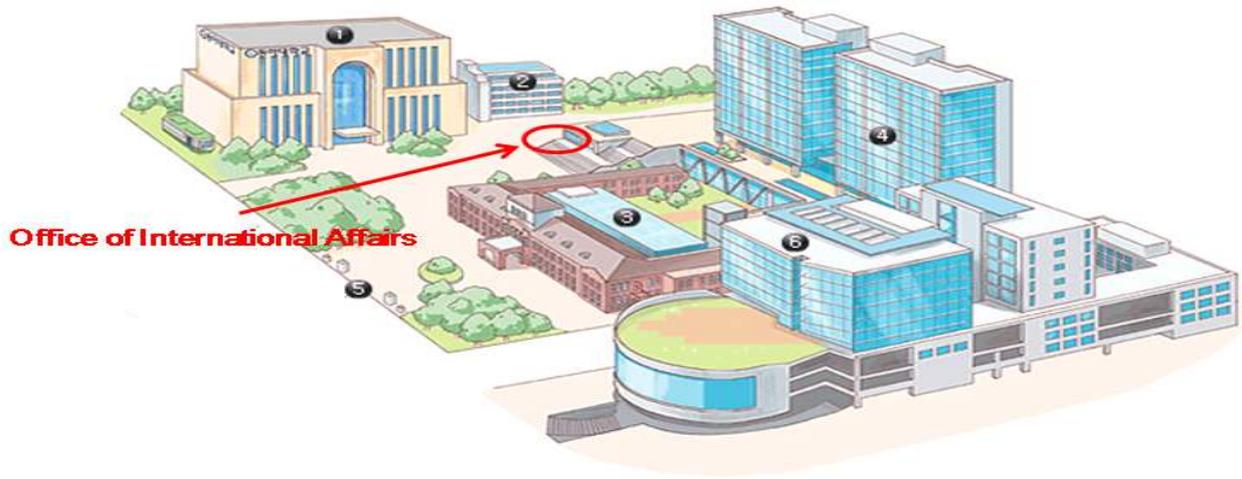
Administrative Office	Office Hours	Contact Information	Location
SGH Administrative Office	Monday-Friday 09:00-17:00	200-1491~3	SGH 2 <sup>nd</sup> Floor
Superintendent	Weekdays 19:00-09:00 Superintendent Off Hours: Monday 19:00 ~ Sunday 09:00	220-1530	SGH 707
Deputy Superintendent	Friday 19:00-Sunday 09:00 (Superintendent Off Hours)	220-1529	SGH 706
Lost and Found (Security Office)	24 Hour Shifts	200-1498	SGH 1 <sup>st</sup> Floor

### B. Dong-A University administrative offices and contact information

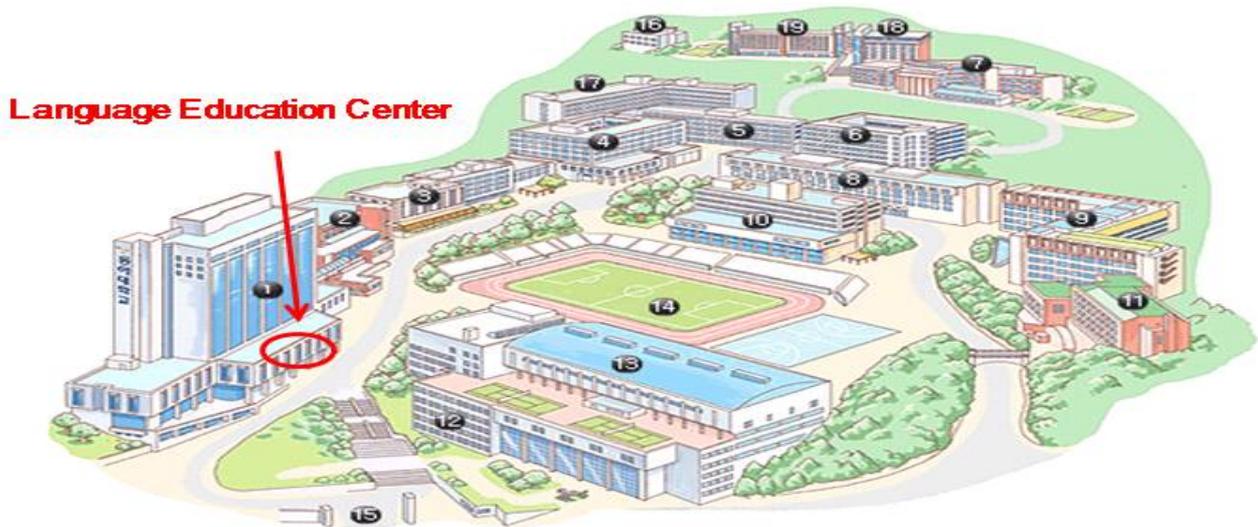
Administrative Office	Duty	Contact Information	Location
Office of International Affairs	International affairs, International student support	International affairs: 200-6442 ~ 4 International student support: 200-6446 ~ 8	General Lecture Building, Bumin Campus
Language Education Center	Korean language teaching	200-6342~3	5 <sup>th</sup> Floor College of Humanities, Seunghak Campus

- Hours of Operation: Monday-Friday 09:00-17:00, Weekends/Public Holiday: off

**[Office of International Affairs location: Bummin Campus ]**



**[Language Education Center location: Seunghak Campus ]**



### 3. SGH Room Amenities

【Amenities】	【Usage Information】
Cafeteria/Convenience Store	<ul style="list-style-type: none"> <li>○ Open Hours: 08:00 ~ 22:00</li> <li>○ Products for Sale               <ul style="list-style-type: none"> <li>- Cafeteria : Beverages, Refreshments, Sandwiches etc.</li> <li>- Convenience Store : Snacks, Beverages, Daily necessities</li> </ul> </li> </ul>
Lounge (outdoor terrace)	<ul style="list-style-type: none"> <li>○ Restricted Access Hours: 24:00-05:00</li> <li>○ Supplies(facilities) may not be taken outside               <ul style="list-style-type: none"> <li>- Provided are various cooking utensils, tables, chairs, household appliances, etc.</li> </ul> </li> <li>○ Cooking facility must be fastened and locked after usage(Fire prevention)</li> <li>○ Any foods in the refrigerator must be labeled with your name and room number (Any foods without label will be removed)</li> <li>○ Collectively and cooperatively manage food disposal and maintain the cleanliness of the sink and surrounding area</li> </ul> <p>※ Continuous CCTV recording</p>
Prayer Room	<ul style="list-style-type: none"> <li>○ Usage other than the specified purpose is prohibited</li> <li>○ Supplies(facilities) may not be taken outside               <ul style="list-style-type: none"> <li>- Carpet, Clock etc.</li> </ul> </li> </ul>
<p style="text-align: center;">Laundry</p> 	<ul style="list-style-type: none"> <li>○ Washing Machine Usage cost: ₩1,000 (per cycle)               <ul style="list-style-type: none"> <li>- Usage: Insert 2 ₩500 coins to operate the machine</li> </ul> </li> <li>○ Drying Machine Usage cost: ₩500 (per cycle)</li> <li>○ Ironing: Free               <ul style="list-style-type: none"> <li>- Be sure to check that the power has been turned off and clean up (fire prevention)</li> </ul> </li> </ul> <p>※ After washing is completed, be sure collect all your belongings. SGH do not take responsible for any lost items</p>
Rooftop Garden	<ul style="list-style-type: none"> <li>○ Curfew: 24:00-05:00</li> <li>○ Warning - Smoking and Cooking prohibited               <ul style="list-style-type: none"> <li>- Loud Singing, Unauthorized waste disposal is prohibited</li> </ul> </li> </ul> <p>※ Continuous CCTV recording</p>

## Checking-in/out Information

### 1. Checking-in to the dormitory(Costs)

A. Residing Period: 6 Months (Exchange Students, Under Graduates/ Graduate students are only permitted to reside for 4 months)

B. Dormitory Fee

Check-in period	Recruitment Period	Stay Period	Dormitory Fee
Second half of the year	End of July	6 Months: 2015.8.29.~2016.2.12. (168 Days)	₩1,236,000
		4 Months: 2015.8.29.~2015.12.18. (112 Days)	₩834,000
First half of the year (March~August)	End of January	March~August	Undecided
Summer/Winter Vacation	When Vacancy	-	Vacancies are calculated according to the amount of students entering

### 2. Dormitory and Payment Information

A. Payment Method: SGH's Designated Account

B. Payment Deadline

- Registration Period: 2015.8.31 (Mon) ~ 9.7 (Mon)

C. Payment Account: Busan Bank 113-2006-0676-01

(Account Name: 동아대학교 석당기숙사이용료)

- Deposit Procedure: 'The depositor's room number + name(front 3-digits of your name)'

### 3. Required documents to be submitted for entry

A. Check-in pledge (Submit to the SGH Administrative Office by 4<sup>th</sup> Sep. Friday)

B. Furnishings Checklist

- Upon check-in, you must confirm that all assigned items are intact  
(submit the form within two days of checking-in)

- Students will keep one copy , the original is kept in the administrative office

C. Health Screening Results (Submit to the SGH Administrative Office by 11<sup>th</sup> Sep. Friday)

- Including tuberculosis, B hepatitis checks (Mandatory tests for the group life)

- Health check can be done at the local hospitals, Health centers

(The result must be submitted within one week from date of checking-in)

## 4. Bedding Rental

- A. Students who want to rent bedding supplies must fill out an application and submit the application to the SGH Administrative Office
- B. Rental items: blankets, mattresses cover, pillows
- Short-term rental: ₩10,000  
(Rental period: Up to 1 Month)
  - Long term rental: ₩35,000(4 months), ₩45,000 (6 months), ₩70,000(One year)



< Bed and Bedding Image >

## 5. Checking-out

- A. After the expiration of your stay and before you check-out
- Visit the administrative office and there will be a roll call for room checks  
(There will be an inspection of the state of the room and fixtures)
  - After returning the key card and bedding you may leave the dorm
- B. Midway check out during your stay
- To receive a refund, you have to report your intended move out date 3 weeks in advance prior to the moving out date (Dormitory Refunds will be based in keeping with the rules. if you are forced to move out due to a violation of the rules, you will not receive a refund.)
  - Check out form must be submitted to the administrative office or SGH's superintendent
  - Visit administrative office to receive a room inspection(An inspection of the state of the room and fixtures), and return the key card and bed covers.

Classification	Checking out day	Refunds
6 Months Stay Criteria	Within 1 month of checking-in	4/5 of the amount payable
	After 1 ~ 2 months of checking-in	3/5 of the amount payable
	After 2 ~ 3 months of checking-in	2/5 of the amount payable
	After 3 ~ 4 months of checking-in	1/5 of the amount payable
	After 5 months of checking-in	None
4 months of stay Criteria	Within 1 month of checking-in	3/4 of the amount payable
	After 1 ~ 2 months of checking-in	2/4 of the amount payable
	After 2 ~ 3 months of checking-in	1/4 of the amount payable
	After 3 months of checking-in	None

【Refund Criteria for midway checking out】

## General Information

### 1. Room management

- A. You will be provided a local extension phone(not available for external phone calls)
  - How to use the extension telephone: Dial 4 digits of extension numbers
- B. Cleaning: In each room students are responsible individually to clean their living space (maintain cleanliness)
- C. Dumping of dirt, food, hair etc. in the bathroom toilet or sink is prohibited
- D. Cooling and heating is centrally controlled and therefore direct regulation is not possible in each room

### 2. Restricted Access

- A. Outside doors on the 1<sup>st</sup>, 2<sup>nd</sup> floor are restricted during Curfew hours: 24:00-05:00
- B. Giving access cards to strangers is prohibited and entering with outsiders inside the dormitory facilities is prohibited (In the case of entering with a companion it is mandatory that you receive permission from either the Administrative office or the Superintendent)
- C. Especially access to the areas for opposite sex is forbidden and you will be forced to leave
- D. Contact the guard (security office) to make a request for entry when outsiders access needed

### 3. Safety Management

- A. When access card is lost, immediately report it to the SGH Administrative office (or Superintendent)
  - The ₩5,000 re-issuance fee for a new card is the student's burden
- B. Smoking and drinking in all areas of the building are forbidden (every veranda, outdoor terraces, including the rooftop garden)
  - Since the property is located in a residential area, throwing cigarette butts inside and outside the building is prohibited.
  - Warning: If you are caught smoking inside the building, you will be forced to leave immediately.
- C. Basic rules of the building are that with the exclusion of the lounge area, cooking or the use of an electric appliance is prohibited
  - After using the shared cooking facilities, always leave after checking that the power is turned OFF

#### **4. Furnishings management**

- A. Any item that are strange or damaged, report it to the SGH administrative office or superintendent when checking in
- B. In the event of loss or damage to any equipments, please report it to the administrative office or superintendent at SGH
- C. In the case of losses or damages to the furnishings, the costs to repairing damages will be the responsibility of the person responsible for the damage

#### **5. Application for overnight stay out**

- A. When applying for an overnight stay out, application form must be submitted to the SGH administrative office (or Superintendent)
  - Application submission period: On the night you plan to stay out overnight your application must be submitted by 12:00
  - Application form can be provided at the administrative office, superintendent, or the lost and found(Security) Office
- B. You may apply for an overnight stay out up to 3 times per month (consecutive application is available, Saturday and Sunday are not included as part of your allotted 3 days)
- C. In the case of an unauthorized overnight stay out (penalties will be imposed)
  - In the case you submit your application after 24:00
  - In the case you do not enter by roll call time without prior notice

#### **6. Internet usage information**

- A. All rooms are equipped with landline, internet usage is free of charge
- B. If you want to use the Wi-Fi, you can install a router yourself separately

#### **7. Roll call and Fire evacuation drills**

- A. Roll call: During the roll call inspection individuals must be in their rooms by 24:00
  - Check: Personnel will check the state of cleanliness in your room, in accordance to the state of your furnishing and the condition of your facilities during inspection, further instructions will be directed.
- B. Fire Drill
  - 2-3 times a semester
  - Emergency evacuation check, Identifying the fire fighting facilities, evacuation drill in the case emergency

## 8. Delivery and Receiving Mailing

- A. Receiving Mails: Mail may be collected at the mailbox on the 1<sup>st</sup> floor lobby
- B. Delivery
  - Weekdays 9:00-17:00: After confirmation from the administrative offices you may check the courier bins
  - Weekend (Saturdays): After confirmation with Lost and found (security) Office

## 9. Recycling and Disposal food waste

- A. All trash should be recycled.
  - Can · metal/ glass bottles/ plastic/ normal trash/ food waste



- B. Throwing away trash outside the terrace roof is prohibited, trash should be thrown away in the designated bins
- C. Food waste bins are on the 4<sup>th</sup> floor, resting room only.
  - Do not throw away food trash into the bins of your room or other floor's bins.
  - This is to prevent bad smells & insect infestation, so we would appreciate your cooperation.

## 10. Reporting Damages

- Damages in the Common area and rooms can be reported to the SGH administrative office or to the security office.

## Rewards/Penalty Points Information

### 1. Receiving awards (or penalty deduction)

- Student who take the initiative and set an good example will receive award points(or penalty can be deducted)

### 2. Warranting Penalty Points

#### A. Warning

- 1) If you exceed more than 5 penalty points
- 2) Those who receive academic probation

#### B. Reason for Dismissal

- 1) If you violate the rules for residents
- 2) If you are in arrears (debt) with the Global House dormitory
- 3) Those who have received disciplinary action in accordance with the "Dong-A University regulations."
- 4) Infectious disease or the carrier (the infected)
- 5) Leave of absence
- 6) Any actions that the Dean of International Affairs of Dong-A University may find improper
- 7) In the case your penalty warrants your dismissal **(if you exceed over 10 penalty points you will be forced leave!)**
- 8) In the case you exceed 5 or more penalty points you will be issued a warning for dismissal **(if you exceed over 10 penalty points you will forced to leave!)**

### 3. Reward and Penalty Criteria

#### 1. Reward Points

Number	Contents	Points
1	Bringing Honor to SGH and being a good example figure	3
2	Volunteering for emergency rescue and nursing care	2
3	When lost item found and report	2 Points or less
4	Reporting strangers who without permission are entering rooms	2 Points or less
5	Cleaning of the lounge or common Area	1
6	Showing initiative to improve the appearance of in and out of SGH Building	1
7	Conservation of electrical power and water	1
8	Creating a pleasant atmosphere at the SGH	1
9	Various acts of good will, volunteering, etc.	1

## 2. Penalty Points

Number	Contents	Points
1	Those who do not pay their dorm within 1 month of checking-in	expulsion
2	Those who are the cause of a fire breaking out	expulsion
3	Those who deliberately damage facilities	expulsion
4	Those who conduct in the acts of stealing-violence-gambling	expulsion
5	Those who hand out fliers which are not related(or unauthorized) with the SGH	expulsion
6	Those who leave without permission or do not follow the protocol	No re-entry
7	Those who let outsiders in without permission	expulsion
8	Those who lend or give out their dorm ID	expulsion
9	Those who do not submit their health check report within the deadline	5
10	Sharing your access card with anyone else besides your roommate	5
11	Unauthorized room change	5
12	Bringing inflammables/ Dangerous items or a heater in(or use them in the unauthorized area)	5
13	Drinking alcohol in the dormitory	5
14	Misconduct or misbehavior towards the teaching staff, superintendent, or head resident	5
15	Leaving during night	5
16	Smoking in the dorm area including the dorm terrace	5
17	Coming in at night during curfew hours	3
18	Not participating in the fire drill	3
19	Bringing and raising a pet in the dorm	3
20	Graffiti, putting up fliers without permission, spreading rumors	2
21	Causing a disturbance / Making a fuss	2
22	Taking other's post or packages and open	2
23	Not participating in the orientation	2
24	Staying overnight out without permission	1
25	Not cleaning rooms	1
26	Cause unpleasantness or discomfort to others	1
27	Losing your ID card (access card)	1
28	Not having your student card in the dorm or any other policy violation	1
29	Misconduct during roll call	1
30	Returning after roll call	0.5

# Emergency Procedures

## 1. In the case that someone gets hurt

- Immediately contact the person in charge at the SGH administrative office. In the case that you can not reach anyone, please report it to security and inform of the fact that someone has been injured .
  - Superintendent: 051) 220-1530
  - Administrative Office: 051) 200-1491~3
  - Lost and Found (Security) Office: 051) 200-1498
  - ※ In an emergency first-aid care will be provided by : SGH administrative office or the superintendent. If you are need of such aid please make a request.

## 2. In the case of a fire outbreak

### Procedure for dissolving a fire

- If you believe there to be a fire, shout out "Fire" in loud voice to notify others.
- Push the fire alarm bell.
- When trying to evacuate the room, open your room door and notify others of the fact that you are evacuating from a fire outbreak
- In the case that the room next door is firmly closed, cry out "Fire" with all your strength emphatically to wake them from their sleep.  
(In the case they do not wake up from sleeping, notify fire fighters after the evacuation)

### How to use the evacuate facilities

- Before attempting to open a door, please check if the door handle is hot  
⇒ if so do not try open it, look for another possible way out. (Break a window.)
- Elevator usage is prohibited, please utilize the stairs to evacuate outside.
- In the event evacuation through lower floors is not possible please go up to the roof to evacuate.

### Evacuation Procedure

- In a low stance, follow announcer's information as well as the emergency signs to evacuate
- When going through the fire(flame), cover your body and face with wet blanket or towel

### After evacuating waiting procedure

- When evacuation please wait by the structure where the wind is being blown.
- Never go back inside after evacuation.

## 【Evacuation Procedure】



Instead of the entrance door use the emergency exit to evacuate



Always check if the door handles are hot (prevent burning or scolding)



Do not use elevator



Use stairs when evacuating



Cover your face with wet towel and proceed forward while keeping a low stance



If you do not have a towel, utilize toilet paper or cotton underwear



Always evacuate using the emergency stairs



If there is smoke in the stairway evacuate to the rooftop

## 【Evacuation posture in case of a fire】



To prevent choking on gas, use a towel or clothes to breathe and cover your face (nose, mouth)



Because of the hot air, the smoke will rise upwards so keep a low stance



Put your other hand against the wall to guide your direction and quickly evacuate

## 【How to use Fire Extinguishers, Fire Hydrants, and Descending Lifeline】



소화기 상단의 안전핀 고리를 뽑는다.



소화기 호스를 화재방향으로 위치한다.



바람이 부는 방향을 등지고 선다.



화재가 발생한 부분에 골고루 분사한다.



옥내 소화전을 열고 소방호스 및 방사노즐을 꺼낸다.



소방호스를 들고 화재 발생장소로 이동한다. (2인 이상 함께)



밸브개방 및 소방호스가 접하지 않도록 화재장소 접근한다.



화재가 발생한 부분에 골고루 분사한다.



1 지지대를 창밖으로 꺼낸다



2 지지대 고리에 완강기 후크를 건다



3 릴(줄)을 창밖으로 던진다



4 완강기 벨트를 가슴에 안전하게 건다



5 벽면을 타고 안전하게 내려간다

자료: 국민안전처(전 소방방재청)