

國立成功大學學生宿舍管理規則

National Cheng Kung University Student Dormitory Regulations

93.5.14. 92 學年度第 2 學期學生事務會議修訂通過
Approved by the Student Affairs Meeting in the 2nd semester of the 2003-2004 school year on 5/14/2004

96.5.25. 95 學年度第 2 學期學生事務會議修訂通過
Revised and approved by the Student Affairs Meeting in the 2nd semester of the 2006-2007 school year on 5/25/2007

97.5.30. 96 學年度第 2 學期學生事務會議修訂通過
Revised and approved by the Student Affairs Meeting in the 2nd semester of the 2007-2008 school year on 5/30/2008

97.12.26. 97 學年度第 1 學期學生事務會議修訂通過
Revised and approved by the Student Affairs Meeting in the 1st semester of the 2008-2009 school year on 12/26/2008

98.5.22. 97 學年度第 2 學期學生事務會議修訂通過
Revised and approved by the Student Affairs Meeting in the 2nd semester of the 2008-2009 school year on 5/22/2009

98.12.18. 98 學年度第 1 學期學生事務會議修訂通過
Revised and approved by the Student Affairs Meeting in the 1st semester of the 2009-2010 school year on 12/18/2009

99.5.21. 98 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 2nd semester of the 2009-2010 school year on 5/21/2010

100.5.20. 99 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 2nd semester of the 2010-2011 school year on 5/20/2011

101.5.25. 100 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 2nd semester of the 2011-2012 school year on 5/25/2012

102.5.17. 101 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 2nd semester of the 2012-2013 school year on 5/17/2013

102.12.13. 102 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 1st semester of the 2013-2014 school year on 12/13/2013

103.5.23. 102 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 2nd semester of the 2013-2014 school year on 5/23/2014

103.12.19. 103 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 1st semester of the 2014-2015 school year on 12/19/2014

104.5.22. 103 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 2nd semester of the 2014-2015 school year on 5/22/2015

104.12.18. 104 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 1st semester of the 2015-2016 school year on 12/18/2015

106.12.22. 106 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 1st semester of the 2017-2018 school year on 12/22/2017

107.5.18. 106 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Meeting in the 2nd semester of the 2017-2018 school year on 5/18/2018

第一條 本校為達成學生生活教育之目的，促使學生宿舍管理更臻完善，特訂本規則。

Article 1 These regulations are established to facilitate a comprehensive administration of the student dormitories in order to fulfill the school goal of offering a complete life education for students.

第二條 學生宿舍管理，由學生事務處住宿服務組策劃，並指派相關人員執行下列各款項：

Article 2 The Housing Service Division under the Office of Student Affairs shall administer the operation of the student dormitories with designated personnel to perform the following duties:

- 一、宿舍輔導員：擬訂年度經營計畫書、綜理社區經營與住宿學生之輔導與服務工作、輔導召開宿舍自治幹部會議，並出席宿舍相關會議、推動各項自治活動等舍區優質環境營造工作、協助心理衛生工作之推動、督導管理員執行宿舍管理工作、協助學生宿舍床位分配，以及其他有關宿舍服務暨輔導之臨時交辦事項。

A number of resident counselors shall be assigned to draw up an annual plan for dormitory operation, to manage community affairs, to provide dormitory-related counseling and services, to provide guidance for meetings of the Self-governed

Committee of Student Dormitories, to attend all dormitory-related meetings, to launch student-governed activities in the development of a quality dormitory environment, to help with promotional activities for psychological counseling, to supervise dormitory management personnel, to help with dormitory room assignment and to deal with other matters related to dormitory services or counseling.

- 二、宿舍管理人員：負責宿舍安全維護、公共財產保管、沐浴熱水及水電正常供應、維修(護)申請驗收等事宜。

The dormitory management personnel shall be responsible for dormitory safety and security, public property safekeeping, water and electrical supplies, and post-maintenance inspection.

- 三、宿舍維修人員：負責學生宿舍各項設施之維護、修繕、改善、補充與購置等事宜。

The dormitory maintenance personnel shall work to maintain, repair, improve, enhance or purchase any facilities for the student dormitory.

- 四、校安中心值勤人員：協助學生宿舍各項生活輔導事宜並處理校園或各類偶發事件。

The on-duty officer at the Campus Security Center shall work to help with life counseling at the student dormitory and respond to any accidents on and off campus.

- 五、宿舍服務幹部：協助上述人員執行本規則，以落實各項管理暨服務工作。服務幹部組成與工作內容由住宿服務組律定之。

Dormitory service officers shall help other personnel to fulfill their administrative duties and services in accordance with these regulations. The assignment of dormitory service officers shall be further regulated by the Housing Service Division.

第三條 為推動學生自治，由學校輔導住宿生設立「學生宿舍自治委員會」。

Article 3 In order to promote student self-governance, the University shall help dormitory students with the formation of a Self-governed Committee of Student Dormitories.

第四條 住宿採自願申請，其資格為大學日間部一、二、三年級（含建築系建築設計組四年級、藥學系四至五年級、醫學系四至六年級），研究生碩士班一、二年級及博士班一、二、三、四年級之舊生，設籍臺南市東區、中西區、北區、南區、安平區、安南區、永康區、新市區、仁德區、歸仁區、關廟區以外或已遷出上述地區本籍達六個月以上(以學校公告申請日為計算基準)之舊生，大學部得依學校公告提出床位抽籤申請，研究所學生得依學校公告提出床位抽籤或續住登記。三創書院學生之住宿申請與審核方式，另訂之。

Article 4 An application for dormitory accommodation shall be initiated and submitted by a student. Those who are eligible for an accommodation application include freshman, sophomore or junior students in a daytime undergraduate program (or a fourth year student of the architectural program of the Department of Architecture, a student of the School of Pharmacy in the fourth or fifth year of study, and a student of the Department of Medicine in the fourth, fifth or sixth year of study), or a graduate student in the first or second years of an MA program, or a graduate student in the first, second, third or fourth

years of a doctoral program, who is not registered as a resident in the districts of East, Central West, North, South, Anping, Annan, Yungkang, Hsinshi, Jente, Kuijen, and Kuanmiao in Tainan City, or any non-incoming student who is registered as a resident outside of the above named places for over six months (as of the designated date of application for accommodation published by the University). According to the public notice of the University for dormitory accommodation, eligible undergraduate students shall submit an application for bed assignment lot-drawing, while graduate students shall submit an application for bed assignment lot-drawing or extended accommodation registration.

Applications for dormitory accommodation by students of the Sanchuang Academy under the Creativity, Innovation and Entrepreneurship Center shall be regulated in a separate text.

前項申請者，若為大學部學生，且具有下列各款情形之一者，得由原需求單位或個人提出申請特殊床位；若為研究所學生，且具有下列第一款至第七款情形之一者，原需求單位或個人提出申請核准後，得由住宿服務組視床位狀況優先遞補床位：

For undergraduate students with special status, as defined below, an application for an advance bed reservation should be submitted either by the individual student or the relevant department. For graduate students with special status, as defined in Items 1 to 7 below, upon approval of an application submitted either by the individual student or the relevant student, the Housing Service Division shall give priority for an advance bed reservation to the applicant based on its bed assignment status.

一、障礙生：持有新舊制身心障礙證明或手冊、教育部特殊教育學生鑑定及就學輔導會所核發之鑑定證明書者。

A handicapped student with a certificate of physical/mental disability or an official document issued by the Commission for Special Education Certification and Counseling under the Ministry of Education.

二、來校交換之國際學生。

An incoming international exchange student.

三、家境貧困持有社政單位低收入戶證明者。

A financially underprivileged student with a low-income household certificate issued by a government social welfare agency.

四、外籍生。

An international student.

五、家庭突遭不可抗拒之天然災害持有社政單位證明者。

A student whose family has suffered from an unavoidable natural disaster and has been so certified by a government social welfare agency.

六、學生宿舍自治委員會委員、秘書。

A member or secretary of the Self-governed Committee of Student Dormitories.

七、其他有特殊情形並附證明者。

A student who has proof of another special status.

八、僑生

An overseas Chinese student

九、設籍外離島並畢業於外離島高中(職)學校。

A student whose is registered as a resident on an outlying island and who has graduated from a high school there.

- 十、設籍臺南市東區、中西區、北區、南區、安平區、安南區、永康區、新市區、仁德區、歸仁區、關廟區以外或已遷出上述地區本籍達六個月以上(以學校公告申請日為計算基準)之學校公告當學年度入學大學部新生(含轉學新生)。

An incoming undergraduate student, including a transfer student, whose residence is not registered in the districts of East, Central West, North, South, Anping, Annan, Yungkuang, Hsinshi, Jente, Kuijen, and Kuanmiao in Tainan City, or an incoming student whose residence has been relocated outside of the above named places for over six months (as of the designated date of application for accommodation published by the University).

前項第一至九款情形，有宿舍違規記點者或依前項不得申請住宿者，不得以特殊理由申請保留床位。

A student whose status accords with Items 1 to 9, if given any violation points, is not entitled to an advance bed reservation for any special reason, nor is any student who is not defined as being eligible for accommodation in Item 10.

凡申請宿舍費減免核准者，以該身分別最低住宿費為其住宿費減免金額，如申請者之住宿費超過其減免金額，則需繳交差額。

Those who have been approved for dormitory accommodation payment exemption are entitled to be exempt from the basic accommodation fee for the category of dormitories designated for their student status. Should they choose to reside in another category of dormitories with higher accommodation fees, they are required to pay the balance.

第五條 住宿之核准程序如下：

Article 5 An application for dormitory residence shall be processed for approval as follows:

一、大學部：

Undergraduate programs:

- (一) 經本校公告錄取之新生，住宿服務組隨入學通知，告知新生至住宿服務組網站依志願登錄宿舍、簽訂學生住宿契約書及住宿生活公約，再由電腦抽籤後公告。

An incoming student whose admission into the University is officially announced will be notified of the website of the Housing Service Division, where an incoming student is allowed to register in order of preference for dormitory accommodation and sign both a housing contract and a dormitory accommodation convention to complete an application, the results of which shall be announced after the winning applications have been chosen by a computer lot drawing operation.

- (二) 具有本規則第四條第一項各款身份者，得由原需求單位或個人提出申請，經特殊床位申請審查小組覆審，簽請學生事務長核定後保留床位資格，其住宿棟別由住宿服務組統一安排後依公告辦理選填床位手續。

For those students with special status, as defined in Items 1 to 10 of Article 4, an application for an advance bed reservation should be submitted either by the

individual student or the relevant department, which shall be considered by the Special Bed Assignment Panel and ratified by the Vice President of Student Affairs. The dormitory and bed assignment will be administered by the Housing Service Division.

- (三) 其他各系之舊生(含僑生、外籍生)，於每年三月底前先至住宿服務組網站依志願登錄宿舍、簽訂學生住宿契約書，再經電腦統一抽宿舍棟別；中籤者再依個人住宿意願或選擇室友後，簽訂住宿生活公約並向住宿服務組辦理選填床位手續。惟違規記點五點以上而未完成銷點者，僅有最高5%的中籤機率。

A returning student who already has admission to the University, including overseas Chinese and international students, shall log onto the website of Housing Service Division in March 31st to register in order of preference for dormitory accommodation and sign a housing contract to complete an application, with successful applications chosen by a computer lot drawing operation. A student who is assigned a dormitory shall choose a room with roommates from the same or a different department and sign a dormitory accommodation convention in order to complete the administrative procedures of accommodation for a personally-preferred bed assignment with the Housing Service Division.

Those who have received five or more violation points will be chosen for dormitory assignment by lot drawing at a rate of 5% or less.

- (四) 未於公告時間內辦理登記者，視同放棄。

A student who fails to register within the officially designated period shall be seen as having forsaken the right to dormitory accommodation.

二、研究所：

Graduate programs:

- (一) 經本校公告錄取之碩士班新生於每年五月中旬及博士班新生於每年六月中旬，至住宿服務組網站依志願登錄宿舍、簽訂學生住宿契約書及住宿生活公約，再由電腦抽籤後公告。

An application for dormitory accommodation, including registration in order of preference and signing a housing contract and a dormitory accommodation convention, shall be processed on the website of the Housing Service Division in mid-May by an incoming master's student and in mid-June by an incoming doctoral student, with successful applications chosen by a computer lot drawing operation.

- (二) 原住宿舊生於每年四月底前公告期間內，至住宿服務組網站簽訂學生住宿契約書及住宿生活公約後，登記續住，始完成床位申請手續。惟有宿舍違規記點者，不得登記續住。

A returning student who already has admission to the University shall log onto the website of Housing Service Division by April 30 to register for continued dormitory accommodation and complete an application for it. Those who have received any violation points are not eligible to register for continued accommodation.

- (三) 未於公告時間內辦理登記者，視同放棄。

A student who fails to register within the officially designated period shall be

seen as having forsaken the right to dormitory accommodation.

第六條 寒暑假之住宿及管理，由住宿服務組與宿舍自治委員會協調後執行。寒暑假住宿要點，另訂之。

Article 6 Dormitory accommodation and operation during summer and winter breaks shall be administered by the Housing Service Division in coordination with the Self-governed Committee of Student Dormitories. Student dormitory accommodation during the summer/winter break period shall be regulated in a separate text.

第七條 經核准住宿之學生，進住程序如下：

Article 7 Any student whose accommodation has been approved shall move into the dormitory in accordance with the following procedures:

一、新生須於學校公告進住日七日前完成繳費；並於進住日起一週內向該宿舍服務幹部或管理人員報到，確認住宿。不住宿時，須於學校公告日期前完成退宿手續。

An incoming student shall have the dormitory fee paid seven days before the officially-designated date of residence admission, and register with a dormitory service officer/a dormitory manager for a final confirmation within the first week of residence. Those who decide to not reside in the dormitory shall have an application for residence cancellation processed and completed by the designated deadline published by the University.

二、舊生須於學校公告繳費期限內繳交住宿費；並於開學後一週內向該宿舍服務幹部或管理人員報到，確認住宿。

A returning student who already has admission to the University shall pay the dormitory fee by the officially-designated deadline and register with a dormitory service officer/a dormitory manager for a final confirmation within the first week of residence.

三、未完成繳費手續或未完成進住確認程序者，納入離校控管，限制離校手續之辦理與其他住宿之申請；其床位住宿服務組得逕行辦理遞補。

A dormitory student who fails to have the dormitory fee paid or to have the accommodation registered and confirmed within the officially-designated period shall be subjected to an administrative scrutiny for any application for departure from the University or for another dormitory accommodation. The vacancy shall be subsequently filled upon the approval of the Housing Service Division.

四、經核准遞補床位之學生，其收費標準依進住日期起按週次比率核算之；進住程序同前項規定。

A student who has been approved to fill a vacancy shall be charged with a dormitory fee calculated by the number of weeks from the first day of residence at the officially-designated rate, and shall move into the dormitory in accordance with the aforementioned procedures.

五、住宿生須完成體檢

(一) 具本校學籍

1. 當學年度入學者：須於學校公告開學日前完成本校環境保護暨安全衛生中心衛生保健組(以下簡稱衛保組)依教育部規範所辦理之「新生體檢」，若未完

成所提供之體檢程序，取消住宿資格，應於通知後十日內辦理退宿申請手續。

2. 非當學年度入學者：應於床位申請前完成本校衛保組依教育部規範辦理之「新生體檢」及其程序，否則取消住宿資格。
3. 境外生之新生體檢日期由國際事務處另訂之。

(二) 符合本校學生宿舍寒暑假住宿要點之未具本校學籍者且住宿8日(含)以上者，其體檢資料須包含3個月內之胸部X光檢查證明。經本校衛保組確認完成繳交後，始得申請住宿。

第八條 為正向鼓勵並促進同學優良德行，以提升住宿生活品質，本校學生有熱心宿舍公益活動或善行義舉者，得優良記點。記點標準如下：

Article 8 In order to encourage students to practice virtues and raise the living quality in the dorm, NCKU students who are found to have enthusiastically carried out a charitable activity related to the dorm, or otherwise have conducted a good deed, will be given merit points according to the following criteria:

一、參加住宿服務組所舉辦之單次活動者，每參加一次記一點。

One point for attendance at an event held by the Housing Service Division.

二、參加宿舍各項活動比賽前三名得獎者，記二點。

Two points for being one of the top three winners in a dormitory activity.

三、參與宿舍志工服務者，每服務6小時記一點，每學期不得少於24小時，每學期最多記六點。

One point for serving six hours as a dormitory volunteer worker, with a minimum of 24 hours for voluntary service per semester, and a maximum of six points awarded for a semester.

四、其他足資獎勵之行為，記一至三點。

One to three points for any other commendable conduct.

前項第三款所稱之志工，係指本校學生出於自由意志，不以獲取報酬為目的，以提高學生宿舍服務效能及增進住宿服務品質，並經公告後徵選合適之人選。

A dormitory volunteer worker, defined in Item 3 in this Article, refers to an NCKU student who works voluntarily and without any payment to raise dormitory service effectiveness and quality. These workers shall be chosen through a screening process following a related public notice.

優良記點，由學生宿舍行政人員或服務幹部提出建議，經住宿服務組組長核定之。

A merit-point proposal should be made by a dormitory administrative staffer or a dormitory service officer and approved by the Director of the Housing Service Division.

優良記點與違規記點互相抵銷，惟屬重大違規被勒令退宿者，不得以優良記點與勒令退宿相抵。

The number of merit points will automatically eliminate the equivalent number of violation points previously given. However, this elimination rule does not apply to a resident student who is ordered to withdraw from residence in a severe violation of dormitory regulations.

優良記點累計點數列入爾後每學年併計之。

The merit points shall continue to count in the following academic year.

參加床位抽籤者，得使用優良記點點數，以增加抽中機會。經使用優良點數者，其點數歸於消滅。遞補順序依點數多寡決定之，如點數相同時，則由系統隨機取之。點數歸於消滅。

Applicants for dormitory accommodation are entitled to use merit points to increase their chances of winning the computer lot-drawing operation. If chosen, applicants who used their merit points for the lot-drawing operation shall have all their points cleared from the record. If not chosen, applicants with more merit points will be given priority for dormitory assignment in the event of any vacancies. If not chosen, applicants with the same number of merit points will be chosen by lot-drawing to fill a vacancy.

第九條 為維護宿舍安全及秩序，採違規記點制度。凡本校學生於宿舍區經宿舍管理人員、宿舍輔導人員或宿舍服務幹部執行違規記點，累滿十點(含)者提交學生宿舍違規審議小組審議後，簽請住宿服務組公告執行。學生宿舍違規審議小組設置要點，另訂之。

Article 9 In order to maintain dormitory safety and order, a dormitory violation point system shall be instituted. NCKU students who commit any dormitory violation shall receive a number of violation points from a dormitory manager, a resident counselor or a dormitory service officer. Any NCKU student whose violation points amount to a total of 10 or more shall be reported for a review by the Student Dormitory Violations Review Committee, whose resolution shall be submitted to the Housing Service Division for publication and implementation. The Student Dormitory Violations Review Committee shall be regulated in a separate text.

經勒令退宿者，已繳交住宿相關費用，不予退還，其行為違反校規者，依學生獎懲要點處置。並得視違反情節輕重，併處以下停權措施：

Any student who is ordered to withdraw from a dormitory is not entitled to receive any refund and shall be disciplined for violations of school regulations according to NCKU Rules for Student Rewards and Penalties. Meanwhile, the student shall lose the right to dormitory accommodation, with the extent of this based on the severity of violations, as regulated below:

一、停止當學年與次學年之住宿權，如欲復權，須於停權期滿之次學年住宿申請前完成銷點，始得於停權期滿後，再次申請住宿。

The student shall be suspended of the right to dormitory accommodation for the current and following academic year. The student shall not be allowed to apply for dormitory accommodation until the clearance of violation points following the expiration of the suspension.

二、永久停止在學期間住宿權。

The student shall permanently be deprived of the right to dormitory accommodation.

宿舍違規行為，記點標準如下：

The violation point system shall be based on the following criteria:

一、頂讓床位或未辦理床位申請私自搬入宿舍。記十點

Ten points for an unauthorized changeover of bed space or moving in without prior application.

二、賭博、吸煙、吸毒、酒後鬧事、肢體衝突等。記十點

Ten points for gambling, smoking, drug use, misconduct under alcoholic influence or physically fighting.

三、放置或使用危險物、違禁物或易燃物品。記十點

Ten points for the use or storage of any hazardous materials, prohibited or flammable items.

四、訪客(含非該棟之居民)於零時至八時逗留於宿舍(女生宿舍會客時間另訂之),該訪客及受(邀)訪之住宿生皆記十點。

Ten points for having visitors overnight. All visitors, including residents of other dorms, shall leave the dorm before 00:00 (A schedule for visitors to a female dormitory shall be established separately). A dormitory student who has any visitors in the dorm between 00:00 and 08:00 shall be seen as violating the overnight stay rule, punishable for both the dormitory student and the visitor if he or she is an NCKU student.

五、蓄意破壞宿舍公物及設備或違反公共安寧、公共衛生、公共安全事項情節嚴重者。記十點

Ten points for a severe damage deliberately done to any dormitory facility or property, or for an act in severe violation of public peace, health and safety.

六、竊取他人財物或未經許可使用他人物品。記十點

Ten points for theft or unauthorized use of others' items.

七、於宿舍內如有相當於本校學生獎懲要點第八點第一項第七、九、十、十一款與第九點第一項第三款之情事。記十點

Ten points for violations equivalent to those specified in Items 7, 9, 10 and 11 under VIII, or in Item 3 under IX of NCKU Rules for Student Rewards and Penalties.

八、宿舍內禁止使用或放置違規電器。每項違規電器違反者記八至十點

Eight to 10 points for personal use/storage of prohibited electric appliances.

宿舍內禁止之電器如下:

The electric appliances prohibited in the dorm are as follows:

(一) 電熱或發熱烹飪設備。

Cooking equipment with functions of electricity generation and heating.

(二) 直接供電功率 500W(瓦)(充電使用不在此限)以上之電器包含各式充電設備, 吹風機、電腦及整髮器不在此限。

(三) 電力儲存設備供電電壓 35V(伏特)以上者容量不得超過 10000mAH(毫安培小時)。

(四) 其餘須禁止電器由各舍生活公約訂定之。

Other prohibited items as designated by each dormitory and stipulated in its residence agreement.

(五) 因特殊需求之電器需檢附相關證明文件, 事先向住宿服務組申請審核通過。

Other items may be allowed if there is proof of a special need for them, although a related application must first be approved by the Housing Service Division.

- 九、私自更換寢室、申請轉換宿後未於規定時間內辦理手續或非為緊急災難所需之爬窗或爬牆行為。記八點

Eight points for exchanging rooms without prior school permission, failing to complete procedures required for an approved application for exchanging rooms by the designated deadline, climbing through a window or climbing walls without any emergency or disaster.

- 十、住宿生應依公告於進住前完成繳費。如有特殊狀況，應主動於繳費截止日期前向本組申請延期繳費，經本組核准者，始得延期繳費。

未於通知期限內主動出示住宿費繳費證明、低收、住宿費就貸證明者，記五點。經催繳一周後仍未主動出示住宿費繳費證明、低收、住宿費就貸證明者，加計五點。

Dormitory students shall complete their payment prior to admission into the dormitory for residence according to the university notice. Under special circumstances, dormitory students shall apply for a delayed payment by the designated deadline, which shall be approved by the Housing Service Division.

Those who fail to submit their payment receipt, low-income household status certificate or accommodation loan certificate by the designated deadline shall be disciplined with five violation points.

One week after receipt of a notice of overdue submission from the Housing Service Division, those who fail to submit their payment receipt, low-income household status certificate or accommodation loan certificate shall be disciplined with another five violation points.

- 十一、破壞宿舍公物及設備情節較輕者。記五點

Five points for a less severe damage deliberately done to any dormitory property or facility.

- 十二、在寢室內飼養動物或寵物。記五點。

Five points for raising any animal in the dormitory.

- 十三、未依《國立成功大學學生個人非燃油載具停放寢室規定》擅自於宿舍房間停放自行車、機車等車輛。記五點

Five points for any bicycle, scooter or motorbike deliberately parked in a dormitory room in defiance of the NCKU Regulations Governing Student Bicycle Parking in the Dorms.

- 十四、違反公共安寧、公共衛生、公共安全事項。記四點。

Four points for any behavior in violation of public peace, sanitation or safety in the dormitory.

- 十五、非宿舍公務之寢室宣傳、引介商人進出宿舍買賣物品。記四點。

Four points for allowing anyone to undertake any commercial activity in the dormitory.

- 十六、未經宿舍管理人員同意，公共區域（如走廊、寢室門前、窗台等）任意擺放私人物品，佔用公共區域，經勸阻無效者。記四至五點。

Four to five points for an occupation of public space for personal belongings

without the consent of any dormitory management personnel. A violator who fails to respond to a warning notice shall be given four to five points

十七、未於規定期限內完成離宿清點手續者，視違反情節輕重，記五至八點，並得收清潔費新臺幣壹仟元。

Five to eight points in terms of severity for failing to complete the property checkup procedures for residence withdrawal by the designated deadline. In addition, a cleanup charge of NT\$1,000 shall be imposed on the violator.

前項記點超過八點者，須由學生宿舍輔導員、管理人員或服務幹部提出，經住宿服務組組長核定之。

A proposal to give a student more than eight violation points for dormitory violations should be made by a resident counselor, a dormitory manager or a dormitory service officer, and approved by the Director of the Housing Service Division.

違規記點得由違規學生提出銷點申請，以校園服務抵之，三小時抵一點，每次申請應以抵完違規點數為準。校園服務工作內容由住宿服務組分配之。

A dormitory student may apply for the elimination of all violation points with each point converted into a three-hour campus service, which shall be assigned and supervised by the Housing Service Division.

違規點數累計未達十點者，仍有住宿申請權；但累計點數列入爾後每學年併計之。

A dormitory student who has received a total of less than 10 violation points maintains their eligibility to apply for accommodation. However, the violation points shall continue to count in the following academic year.

其他未載明之違規行為或違規記點之執行細則，得由學生宿舍自治委員會授權各宿舍依實際情況以住宿生活公約酌處之。

A dormitory student whose act of violation is not specified in these rules shall receive a number of violation points ruled by the relevant dormitory office under the authorization of the Self-governed Committee of Student Dormitories in accordance with the dormitory accommodation convention.

違反本條各項規定之處理，悉依學生住宿契約書為準。

A fine imposed on any violation stated above, if applicable, shall be enforced in accordance with *NCKU Student Housing Contract*.

有違反上述各項規定之虞者，宿舍管理相關人員在徵得寢室一位同學同意或經住宿服務組組長以上之主管同意後，由宿舍服務幹部陪同下進入寢室進行瞭解；如有檢查必要時，應知會學生進行。但遇有緊急情況，須急速處理時，得逕行進入寢室瞭解與檢查，以維護宿舍安全與秩序。經瞭解與檢查，違反上述各項規定屬實者，依前項程序處理之。惟涉及違犯法律規定且已進入司法程序者，則依法律規定處理之。

When a dormitory student is alleged to have committed a violation stated above, a dormitory management official shall move in the company of one dormitory service officer to inspect the dormitory room in question with the consent of one of the

roommates or upon approval by any official superior to the Director of the Housing Service Division. If it is necessary to conduct an investigation, the alleged student should be informed. Nevertheless, in case of any emergency that requires an urgent response for the sake of dormitory safety and order, the relevant personnel shall launch an immediate inspection or investigation. As a result of the inspection or investigation, a dormitory student who is found to have committed the alleged violation shall be dealt with according to the aforementioned rules. If the violation involves an infringement of the law and a judicial process, it shall be handled according to the law.

第十條 為增進住宿學生之責任感，並培養其重視財物保管及愛惜物力之習慣，對於宿舍公物之維護依下列規定辦理：

Article 10 In order to help dormitory students foster their sense of responsibility and encourage them to cherish property and resources, the dormitory shall have its equipment and facilities preserved and maintained in the following manner.

- 一、凡住宿同學進住宿舍後應向管理人員領取財產卡，逐一核對，並於住宿期間妥善保管寢室公物。於遷出寢室時應依規定辦理遷出手續，逾期未辦者，得由檢查人員自行進入檢查並認定公物損壞程度，原住宿者不得有異議。私人物品未清除者視同廢棄物處理，酌收清潔費新臺幣壹仟元。如有損壞或遺失公物者，應依財產清單價值表規定賠償。

Upon admission into the dormitory, a resident student shall have all items of public property checked and confirmed against a checklist received from a dormitory manager. A dormitory student should preserve and maintain the public property properly during their residence. A resident student who is scheduled to move out of the originally assigned bedroom shall have the procedures for withdrawal from the original residence completed and confirmed by the management office within the designated period. Should an outgoing resident student fail to have the procedures duly completed, the dormitory inspector is authorized to enter the room to inspect and evaluate the status of the public property with no complaint or objection allowed. Meanwhile, any personal belongings left behind by a student shall be disposed of as waste with a cleanup charge of NT\$ 1,000. For any dormitory property that is damaged or lost, a sum of money shall be paid in compensation according to the checklist of property values.

- 二、住宿同學辦理遷出寢室手續時，應同時繳交積欠宿舍之各項費用（如：清潔費、公物損毀賠償、冷氣費等），未繳者除取消往後之住宿權利外，另依國立成功大學學生獎懲要點議處之，並限制其離校手續之辦理。

An outgoing resident student shall pay all the arrears they are responsible for (such as a cleanup fee, a compensation for public property damage or an air-conditioning fee) as one of the procedures for withdrawal from the originally assigned bed room. Those who fail to do so shall be deprived of their eligibility for future dormitory accommodation, be disciplined according to the NCKU Rules for Student Rewards and Penalties, and be restricted to carrying out the procedures for departure from the University.

第十一條 住宿期限以一學年為原則，但有特殊情況須退宿者，依下列各款程序辦理退宿。

Article 11 In principle, a dormitory student is obligated to reside in the dormitory for one academic year. However, based on exceptional circumstances, a dormitory student may apply for

residence cancellation, which shall be processed as follows:

- 一、因個人原因自行辦理退宿者，須至住宿服務組辦理退宿申請、完成離宿清點手續。
- 二、自請休學、退學者，須於離校手續核章前辦理退宿與離宿清點。
- 三、非自請退學者或學期中完成畢業離校者，須立即辦理退宿、離宿清點手續。惟寒暑假畢業者，得住至寒暑假結束，配合離宿期限完成清點手續。
- 四、上述喪失學籍者，一併取消已申請之所有床位。

第十二條 住宿生不論任何原因遷出寢室，均須向宿舍管理人員繳還或清點公物及設備，完成財產清點手續(含寒、暑假離宿之清點)，如有遺失或毀損者，依第十條處理之。

Article 12 A dormitory student who withdraws from the originally assigned bedroom for whatever reason shall have all University property and equipment checked and confirmed by the management personnel according to the property checklist (including any withdrawal undertaken during summer and winter breaks). Any property damage or loss shall be handled in accordance with Article 10.

住宿期滿者，先至各宿舍管理人員處填妥離宿清點表，經舍長及管理員清點無誤，再送住宿服務組審核通過後，始完成手續。

A dormitory student whose term of accommodation is due shall complete a dormitory property checklist for departure, which shall be checked by the dormitory head and management personnel, and confirmed by the Housing Service Division.

住宿未期滿者，應繳交退宿申請表或報告書，經住宿服務組審核通過後，再至各宿舍管理人員處填妥退宿申請單、離宿清點表，經舍長及管理員清點無誤，始完成手續。

A dormitory student whose term of accommodation is not due shall submit to the Housing Service Division an application or a report for residence withdrawal. Upon approval, the student shall proceed to complete a dormitory property checklist for departure, which shall be checked by the dormitory head and management personnel, and confirmed by the Housing Service Division.

未於規定期限內完成清點手續者，除依學生住宿契約書處理外，視同宿舍違規行為，違規記點罰則由住宿服務組律定之。

Those who fail to complete the property checkup by the designated deadline, besides being dealt with in accordance with NCKU Student Housing Contract, shall receive violation points, which shall be regulated by the Housing Service Division.

第十三條 住宿學生辦理退宿時，除依住宿契約酌收手續費外，並依下列各款標準辦理收、退費：

Article 13 As part of the procedures for residence withdrawal in accordance with the housing contract, a dormitory student shall pay a processing fee and process the payment/refund for a dormitory fee as follows:

- 一、新、舊生於學校公告進住日前辦理退宿者，全額退還已繳住宿費；尚未繳費者

免繳。

A full refund shall be paid to an incoming/returning student who completes the procedures for residence withdrawal before the designated date of residence admission or to a returning student who already has admission to the University who completes the procedures for residence withdrawal within the designated period of payment. An eligible student who has not paid the dorm fee will be exempted from the payment.

- 二、新、舊生於學校公告進住日起辦理退宿者，以每日新臺幣壹佰參拾元收取住宿費。其計費日數以辦理財產清點之日為基準日。最高以全額住宿費為限。

A charge of NT\$130 per day imposed on an incoming/returning student who fails to complete the procedures for residence withdrawal shall be paid starting from the date of residence admission to the date of property checkup for resident withdrawal. The total charge is subject to a maximum of the full dormitory fee.

- 三、因休、退學、畢業及意外事故不能續住者，得免收手續費，自開學日未逾學期三分之一申請退宿者，住宿費退還三分之二；自開學日逾學期三分之一未達學期三分之二申請退宿者，住宿費退還三分之一；自開學日逾學期三分之二申請退宿者，住宿費退還學期贖餘週次金額之二分之一。

A dormitory student whose resident status is terminated as a result of study suspension, expulsion, graduation or an accident may apply for residence withdrawal and will be refunded their accommodation fee as follows: (1) two thirds of the accommodation fee refunded for a period of residence less than one third of the semester (starting from the opening day of school); (2) one third of the fee refunded for a period of residence more than one third of the semester and less than two thirds of the semester; and (3) only half of the equivalent amount calculated on pro rata basis for the remaining weeks refunded for a period of residence over two thirds of the semester. Such applications will not be charged any processing fee.

除前項各款情形外，均視為未放棄該床位，仍應繳交全額住宿費且不得退費。

Accordingly, in all circumstances other than those stated above, a dormitory student shall be considered to have retained a bed space and be required to pay a full dormitory fee.

- 第十四條 為落實生活輔導及管理，並提供住宿生適時之服務，各宿舍應設置宿舍服務委員室；另由宿舍輔導人員(校安中心值勤人員)實施不定時巡查；必要時得由住宿服務組招募服務志工協助之。

- Article 14 An office for the Dormitory Service Committee shall be established within every dormitory to help implement every measure of life counseling and management, and provide timely services to resident students. Meanwhile, a resident counselor or an on-duty official shall conduct a random patrol around each dormitory on an occasional basis. When necessary, the Housing Service Division shall recruit volunteers to help with its operations.

為落實宿舍安全，住宿生須於住宿期間接受防災疏散暨緊急避難等安全教育訓練。未能接受宿舍安全教育訓練者，管制其住宿申請。宿舍安全教育實施方式與認證，由住宿服務組律定之。

To maintain dormitory safety, resident students are obliged to receive safety education on disaster prevention, evacuation, emergency relief and shelter. Those who fail to do so

shall be subjected to administrative scrutiny for accommodation application. The dorm safety education program and attendance certification shall be regulated by the Housing Service Division.

第十五條 為瞭解學生住宿及宿舍安全之情形，每學期宿舍輔導人員須率同宿舍管理人員及宿舍服務幹部實施宿舍普查乙次(必要時得增加局部抽查或普查次數)。普查前應先行公告，住宿生均應配合，不得規避。

Article 15 A dormitory census shall be conducted every semester by the counselors in the company of dormitory managers and dormitory service officers in order to better understand issues related to accommodation and dormitory safety. When necessary, a census or a random sampling survey may be more frequently conducted. Any census shall be publicized in advance, and all dormitory students should comply with the necessary actions.

住宿生未能於公告期間內接受普查者，須於事前提出說明，並於公告補普查之期間內完成普查。

A dormitory student unavailable for a dormitory census within the officially publicized period shall give a reason for this to the relevant office in advance, which will result in a later census within another officially publicized period.

公告補普查期限之後再完成普查者，視為延遲普查，屬違規行為，違規記點罰則由住宿服務組律定之；惟有特殊理由者不在此限。

A dormitory student whose census is completed after the additionally given period under no special circumstance is seen as a violator having delayed the regular census, and shall thus be given a number of violation points ruled by the Housing Service Division.

未依前述規定完成普查者，除取消住宿資格外，應即辦理退宿申請手續，並須繳納全額住宿費。未繳納住宿費者列入離校控管。

A dormitory student who fails to respond to a census according to the above rules shall be disqualified for dormitory accommodation, and thus required to complete procedures of withdrawal with a payment of the full accommodation fee. Those who fail to pay the accommodation fee shall be subjected to administrative scrutiny for possible departure from the University.

公告補普查期限後三日內，各宿舍服務幹部應依實際狀況填寫普查報告表，送住宿服務組辦理。

Within three days after the additionally given period for a census, the service officers of each dormitory shall submit a report to the Housing Service Division as a basis for administration.

第十六條 為維護宿舍公物及設備之堪用，由總務處、學生事務處，負責學生宿舍之修繕維護、改良及保養工作。

Article 16 The Office of General Affairs and the Office of Student Affairs shall be responsible for the maintenance, renovation, and preservation of dormitory properties and facilities to ensure their sustainability and endurance.

一、營繕 Repair work: :

宿舍修繕事宜，由住宿同學或宿舍服務幹部至服委室填寫申請修繕登記表，由宿舍管理人員確認後向住宿服務組報修；再由住宿服務組或營繕組實施維修。

When informed of a repair problem, a dormitory student or a dormitory service officer shall have a repair application form completed at the office of the Dormitory Committee. The completed form shall be confirmed by a dormitory manager and submitted to the Housing Service Division. Afterwards, the Housing Service Division or the Construction and Maintenance Division will assign personnel to complete the repair work.

宿舍土木或水電修護由總務處營繕組，負責檢修與維護；小型、簡易及需外包之修繕得由住宿服務組逕行處理，以爭取時效。

A major repair involving a dormitory structure, water or electrical supply shall be conducted by the Construction and Maintenance Division under the Office of General Affairs. Minor repairs, including any outsourcing repair job, may be performed by the Housing Service Division.

二、保養 Maintenance：

- (一) 宿舍全自動熱水爐、水道管制、抽水馬達、發電機、滅火機及消防設備以及機械專門技術者，由總務處負責派人保養。

Dormitory facilities such as automatic water heaters, waterway system, water pumps, generators, extinguishers, fire hydrants and other mechanical equipment shall be maintained by personnel designated by the Office of General Affairs.

- (二) 飲水機、過濾器等一般生活設施，由總務處或外包廠商派員維護，其外表清潔與一般性公物，由宿舍管理人員負責保養維護。

Dormitory facilities such as drinking fountains, filters and other ordinary equipment for daily life shall be maintained by personnel dispatched either by the Office of General Affairs or by an outsourced contractor. The sanitary conditions of these dormitory facilities shall be maintained by the management personnel.

各寢室公物由住宿學生負責保養維護。

The dormitory students shall be responsible for the maintenance of the facilities in the dormitory room.

三、整潔維護 Sanitation Maintenance：

- (一) 宿舍清潔由宿舍管理人員或宿舍服務幹部共同督導，清潔範圍包含宿舍外圍環境整潔與花木維護、宿舍內公共設施、儲藏室、交誼室、地下室等。

Both dormitory management personnel and service officers are responsible for supervising sanitation and general maintenance around the dormitory, including the flowers, plants and lawns on the periphery of the dormitory, dormitory facilities for public use, the storage room, the social lounge and the basement.

- (二) 各寢室門窗、玻璃、地面、牆壁及所有設施均由住宿學生負責。

A dormitory room shall be maintained in a clean and orderly condition by the resident students, including the door, windows, floor, walls and other items.

前述事項由學生宿舍自治委員會監督，得評定優劣，並隨時向住宿服務組提供改善建議。

Dormitory room maintenance for sanitation, as stated in the preceding clause, shall be supervised and evaluated by the Self-governed Committee of Student Dormitories, which may refer a room at any time to the Housing Service Division for improvement.

四、器具申請繳銷 Application for required and disused equipment :

(一) 宿舍所需器具，由宿舍管理人員向住宿服務組申請。

Applications for equipment required for the dormitory shall be submitted by the dormitory management personnel to the Housing Service Division.

(二) 非消耗品之器具，由管理人會同宿舍輔導員向住宿服務組提出，討論通過後由相關人員執行。

Applications for non-consumable equipment shall be submitted by management personnel in collaboration with dormitory counselors to the Housing Service Division.

(三) 不堪用之器具，由宿舍管理人員填報財產報廢單，連同廢品繳資產管理組，呈核銷帳。

(四) The dormitory management personnel shall have a form for property disposal completed and submitted with unsustainable equipment to the Property Management Division.

五、生活設施增設或改良 Application for living facilities to be improved :

住宿生若有增設或改良各類生活設施之需求，應透過學生宿舍自治委員會向住宿服務組提出申請；再由住宿服務組會同總務處評估辦理之；否則學生宿舍自治委員會可拒絕之。

The demand by resident students for a living facility to be improved shall be proposed to the Self-governed Committee of Student Dormitories, which shall have the application submitted and reviewed by the Housing Service Division, as well as the Office of General Affairs. A facility installed or renovated by the Office of General Affairs in the absence of the aforementioned procedures may be rejected by the Self-governed Committee of Student Dormitories.

第十七條 本校任何團體或個人，欲申請宿舍場地舉辦活動者，須依各宿舍場地借用辦法提出申請，經同意後始得使用，各宿舍場地借用辦法另定之。

Article 17 Any individual or group affiliated with the University who plans to use the dormitory as a venue for an event shall submit an application form for approval according to the rental rules for the use of dormitory facilities, which shall be formulated in a separate text.

第十八條 本規則經學生事務會議通過後實施，修正時亦同。

Article 18 These regulations shall be approved by the Student Affairs Meeting before taking effect. Any amendments shall be processed accordingly.

*本管理規則中英對譯如有差異，以中文文意為主。

**These regulations are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.*