

國立成功大學學生宿舍寒暑假住宿要點

National Cheng Kung University Operational Guidelines for Student Dormitory Accommodation During the Summer/Winter Break Period

78.12.20.第245 次主管會報通過

79.5.9.第254 次主管會報修正通過

85.12.18.第410 次主管會報修正通過

91.5.29.第533 次主管會報修正通過

94.12.21.第611 次主管會報修正通過

97.12.10.第666 次主管會報修正通過

98.12.2.第681 次主管會報修正通過

98.12.18. 98 學年度第1 學期學生事務會議通過

100.12.23 100學年度第1 學期學生事務會議修正通過

102.12.13 102學年度第1 學期學生事務會議修正通過

Approved by the 245th Meeting of the Chief Administrators on Dec. 20, 1989

Amended by the 254th Meeting of the Chief Administrators on May 9, 1990

Amended by the 410th Meeting of the Chief Administrators on Dec. 18, 1996

Amended by the 533rd Meeting of the Chief Administrators on May 29, 2002

Amended by the 611th Meeting of the Chief Administrators on Dec. 21, 2005

Amended by the 666th Meeting of the Chief Administrators on Dec. 10, 2008

Amended by the 681th Meeting of the Chief Administrators on Dec. 02, 2009

Amended by the Student Affairs Meeting in the first semester of the 2009-2010 school year on Dec. 18, 2009

Amended by the Student Affairs Meeting in the first semester of the 2011-2012 school year on Dec. 23, 2011

Amended by the Student Affairs Meeting in the first semester of the 2013-2014 school year on Dec. 13, 2013

一、國立成功大學（下稱本校）依據本校學生宿舍管理規則第六條規定，訂定本要點。

A. These Guidelines are established by National Cheng Kung University (hereinafter as NCKU) in accordance with Article 6 of *National Cheng Kung University Student Dormitory Regulations*.

二、本要點所稱寒暑假住宿期間係參酌本校行事曆，如有調整，以本校學務處住宿服務組公告為主。

B. The summer and winter break periods referred to in these Guidelines are designated by NCKU, as specified in the university calendar. Any change

shall be publicized by the Housing Service Division under the Office of Students Affairs.

三、申請資格如下：

C. Applicant qualifications are as follows:

(一) 本校學生：

1). NCKU students

1. 具有次一學期床位者。
 - a. Any students who are granted on-campus accommodation for the following semester.
2. 具有當學期床位而無次一學期床位者。
 - b. Any present dorm residents who are not granted on-campus accommodation for the following semester.
3. 因參加考試、研究、實驗(習)及學校安排工讀或各項集訓，且持有院系證明者。
 - c. Those who are required to engage in such activities as taking a test, research, experiments, internship programs, training sessions or school part-time work, and who have documents from their college or department to prove this.
4. 應屆畢業生。
 - d. Any students graduating in the current year.
5. 研究所碩博班具次一學年度床位者。
 - e. Any graduate students who have been granted on-campus accommodation for the next semester.
6. 研究所碩博班新生無次一學年度床位者。
 - f. Any incoming graduate students who are have not been granted on-campus accommodation for the following semester.

(二) 非本校學生：

2). Non-NCKU students

1. 本校各單位、系所簽辦之國際交換學生。
 - a. International students on exchange programs whose applications are approved by the related institutions or departments of the University.
2. 本校各單位、系所、社團舉辦營隊活動之參加學生。
 - b. Students attending activities sponsored by the related institutions, departments or student associations of the University.

四、申請手續如下：

D. Application procedures are as below:

(一) 寒假住宿

1). Dorm accommodation during winter break

1. 本校研究所學生:寒假住宿含於每學年下學期住宿，不須另行申請。其住宿費依規定方式繳費。但放棄寒假住宿者，應於上學期離宿期限前，向住宿服務組聲明。

- a. NCKU graduate students:

Those who are granted on-campus accommodation for the second semester of the school year are eligible to reside in the dorm for winter break without an additional application. The accommodation fee for winter break shall be paid according to the relevant regulations. Any students who choose not to reside in the dorm for winter vacation should inform the Housing Service Division of their decisions by the deadline of departure from the dormitory designated for the first semester of the school year.

2. 本校大學部學生:具當學年度（任一學期）住宿資格者，應於公告期限內，自行於留宿登記系統申請；經住宿服務組核可、分配床位後，依規定方式繳費。

- b. NCKU undergraduate students :

Any students who are eligible to dorm accommodation for any semester of the school year shall register personally on the online accommodation system within the officially-designated deadline and pay the accommodation fee according to the relevant regulations upon approval and completion of bedroom assignment by the Housing Service Division.

3. 本要點第三條第二項各款資格者，應檢附所屬機關單位相關證明文件，向住宿服務組提出申請，經核准、分配床位、開立繳費單後，於進住前三日完成繳費後，向各宿舍辦理進住手續。

- c. Non-NCKU students (as defined in C. 2):

Applicants shall apply to the Housing Service Division with a certificate issued by their affiliated institution. Upon approval and completion of bedroom assignment by the division, applicants shall pay their accommodation fee and complete the procedures for dorm accommodation three days before they move into the dormitory.

(二) 暑假住宿

2). Dorm accommodation during summer break

1. 本校學生於公告期限內，自行於留宿登記系統申請；經住宿服務組核可、分配床位後，依規定方式繳費。

- a. Any NCKU students can register on the online accommodation system before the officially-designated deadline and pay the accommodation fee according to relevant regulations upon the approval and completion of

bedroom assignment by the Housing Service Division.

2. 符合本要點第三條第二項資格者，同前項第三款規定辦理。

b. Non-NCKU students, as defined in C. 2), shall apply in accordance with the regulations stated in D. 1) c.

五、床位安排原則：住宿床位安排以原宿舍寢室與集中住宿為原則，且每寢室至少二人。但住宿服務組得視申請留宿及營隊住宿狀況，調整住宿床位。

E. Bedroom assignment principle:

Bedrooms shall be assigned on the basis of status quo for original residents and concentration of occupants for management, with a minimum of two in the same bedroom. However, the Housing Service Division reserves the right to make any arrangements needed to serve the various demands related to accommodation applications and conditions.

六、寒、暑假住宿人員，應遵守本校學生宿舍管理規則；本校學生如有違規情形者，得按其情節之輕重，依本校學生獎懲要點議處；校外人員依民法相關規定處理。

F. Those residing in the dorm for winter or summer break shall follow NCKU Student Dormitory Regulations. Any NCKU students violating the regulations shall be punished according to NCKU Rules for Student Rewards and Penalties; while non-NCKU students will be dealt with according to ROC Civil Law.

七、住宿人員於住宿期間，因故意或過失，遺失、毀棄、損壞宿舍公物、設備及設施，或致令不堪使用者，應照價賠償。

G. Any residents who deliberately or carelessly lose, destroy or damage any public property, facility or equipment, or cause any items to be unusable during the accommodation period, shall compensate for this by paying the full cost of replacement or repair.

八、本要點申請住宿者，其離宿搬遷時間如下，如有異動時，以住宿服務組公告為主：

H. Departures of various residents from the dorm are scheduled as below. Any changes shall be publicized by the Housing Service Division.

(一) 寒假

1). Winter break

1. 本校研究所學生：以續住至開學為原則。

a. NCKU graduate students:

Residents are allowed to reside through the winter break into the following semester.

2. 本校大學部學生:住宿下學期寢室者，續住至開學；非住宿於下學期寢室者，原則上於開學一週前搬遷至下學期寢室。

b. NCKU undergraduate students:

Residents who are granted the same bedroom accommodation for the following semester are allowed to reside there through the winter break into the next semester. Residents who are not granted the same bedroom accommodation for the following semester shall move into the bedrooms assigned to them for the next semester one week before the first day of school.

3. 其他身分:依其申請之住宿日期為準。

c. Other applicants:

Residents shall depart from the dormitory on the date of departure, as scheduled in the application form.

(二) 暑假

2). Summer break

1. 依本要點第三條第一項第一、五款申請者，得續住至開學。惟暑假留宿寢室非次一學年度住宿寢室者，應於開學一週前搬遷至次一學年度住宿寢室。

a. Students applying as per C 1) a and e are allowed to reside through the summer breaker into the next semester. However, residents who are not granted the same bedroom accommodation for the next semester shall move into the bedrooms assigned to them for the next semester one week before the first day of school.

2. 依本要點第三條第一項第二、三、四、六款申請者，應於學校公告離宿日期內完成搬遷。但因特殊原因須延長住宿時間者，應於離宿期限前五個工作日以書面向住宿服務組提出申請並經核可後，始得延期離宿。延長住宿期間之住宿費用，每人每日新臺幣一百三十元計算，冷氣與寢室電費另計。

b. Students applying as per C 1) b, c, d and f shall depart from the dormitory within the designated period officially publicized by the university. Any residents needing to stay longer under special circumstances shall apply to the Housing Service Division in written form five weekdays before the designated deadline of departure, and can stay longer after approval. The accommodation fee for extended stays is NT\$130.00 per person, per day. Electricity and air conditioning fees for each bedroom will be charged as per the related meters.

3. 其他身分:依其申請之住宿日期為準。

c. Other applicants:

Residents shall depart from the dormitory on the date of departure, as scheduled in the application form.

九、未經核准擅自進住或不按指定床位進住者，除飭其立即遷出外，並得視違反情節輕重，依相關規定予以議處。

I. Anyone who moves in without approval or authorization or who does not reside in the assigned bedroom shall be ordered to depart from the dormitory immediately, and will be dealt with according to relevant regulations.

十、受勒令退宿處分或自行申請退宿者，其已繳納住宿費不予退還。

J. Those who are disciplined with an ordered departure from the dormitory or who offer to withdraw from the dormitory will not receive any refund of the accommodation fees they have paid.

十一、寒暑假宿舍收費標準如下：

K. The accommodation fees for winter and summer breaks are as follows:

(一)本校學生

1). NCKU Students

1. 寒假住宿:需繳全額寒假住宿費，即以各宿舍學期住宿費五分之一計算。

a. Winter break – A total amount equal to one fifth of the full accommodation fee for each semester.

2. 暑假住宿:需繳全額暑假住宿費，即以各宿舍學期住宿費五分之二計算。

b. Summer break –A total amount equal to two fifths of the full accommodation fee for each semester.

3. 短期住宿：每人每日新臺幣一百三十元計算，最高收費金額以該棟宿舍全額寒、暑假住宿費為上限，冷氣與寢室電費另計。

c. Short stay – NT\$130 per person, per day, with a maximum of the total dormitory accommodation fee designated for the winter or summer break periods. Additional fees for air conditioning and electricity will be charged as per the related meters.

(二)非本校學生：住宿費用每人每日新臺幣一百三十元計算，冷氣與寢室電費另計。

2). Non-NCKU Students –NT\$130.00 for each person, each day. Additional fees for air conditioning and electricity in the bedroom will be charged as per the related meters.

十二、住宿人員於住宿期間，應接受宿舍管理人員及宿舍服務委員之管理；宿舍輔導人員得不定期訪視及定期普查。

L. Residents in the dormitory shall comply with the management of dormitory administrators and the Dormitory Service Committee members. The dormitory counselor should occasionally visit or regularly census each bedroom.

十三、本要點經學生事務會議通過後實施，修正時亦同。

M. These Regulations shall be approved by the Student Affairs Meeting before taking effect. Any amendments shall be processed accordingly.

**本要點中英對譯如有差異，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.*