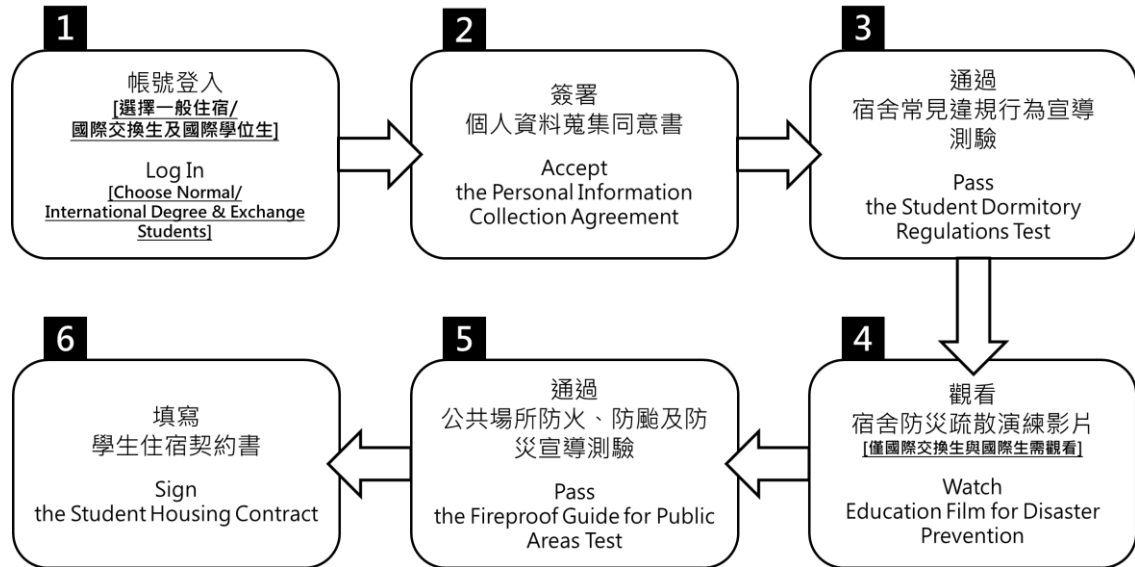
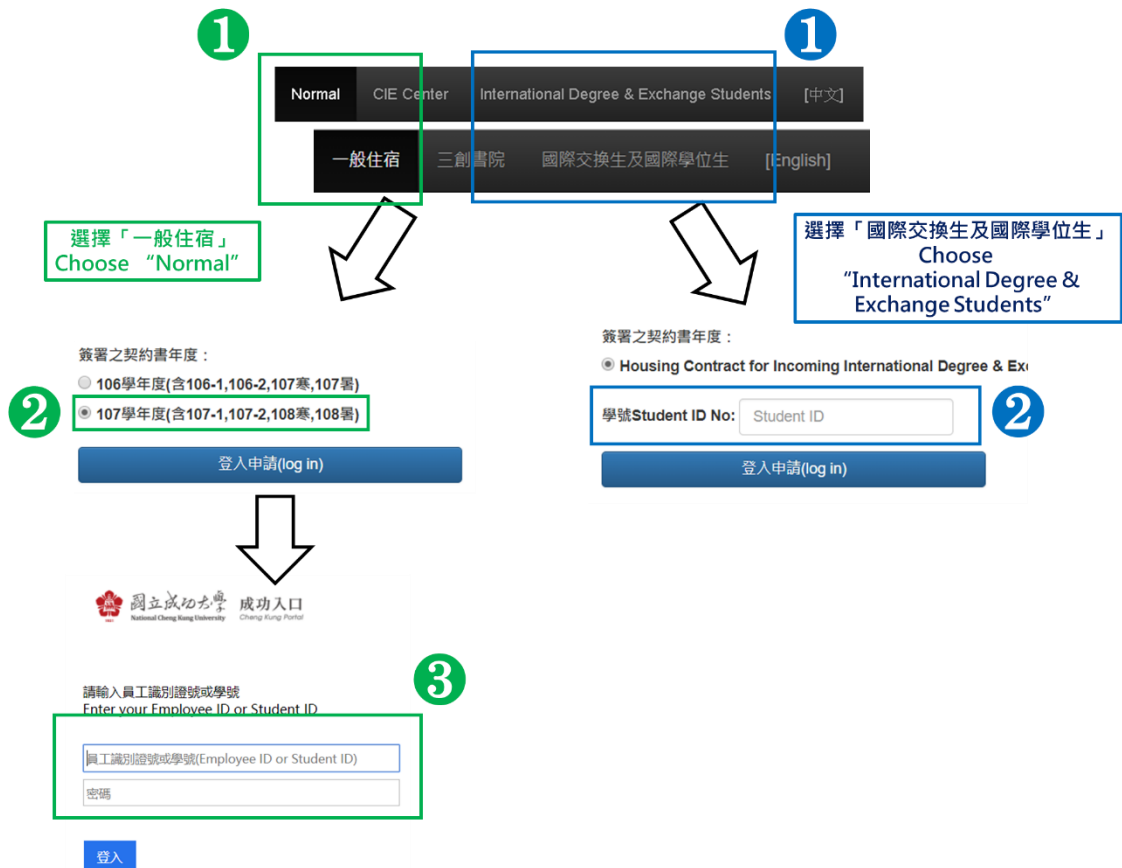


學生宿舍住宿契約簽署流程教學

The Student Housing Contract Guide



1 帳號登入(Log In)



- 1.1 首先在系統頁面上方依據自己的身分選擇「一般住宿」或是「國際交換生及國際學位生」。

First Choose “Normal” or “International Degree & Exchange Student” according to your identity above this page.

- 1.2 選擇「一般住宿」的同學，首先選擇住宿的年度並進入登入頁面，接著輸入自己的學號以及密碼(同成功入口)登入；若選擇「國際交換生及國際學位生」的同學，輸入自己的學號即可登入。

For “Normal”, check the Dormitory check-in time and click “log in”, then enter your Student ID and Password to log in the system (the password is the same as it in Cheng-Kung Portal (<https://i.ncku.edu.tw/en>)); For “International Degree & Exchange Student”, fill in the Student ID to enter the system.

2 簽署個人資料蒐集同意書

(Accept the Personal Information Collection Agreement)

中文版本：閱讀後勾選同意內容

五、準據法與管轄法院

本網頁內容之解釋與適用，以及相關之爭議，均應依照中華民國法律予以處理，並以臺灣法院。

我已閱讀並接受上述同意書內容。

English Version : Read and check the box below

Note: The contents of this agreement were translated from the original Chinese. In the event of a between the two versions, the Chinese always takes precedence.

*This agreement is enacted in Chinese, which shall prevail in case of any discrepancy between t and the Chinese original.

Please tick the box to indicate your consent to this agreement.

I have read, understood and accepted the contents set forth in this agreement.

在此步驟請詳閱個資蒐集合約內的所有內容，閱讀完畢後勾選同意並進行下一步。

In this step, you should read the Personal Information Collection Agreement, and check the box below this page.

3 通過宿舍常見違規行為宣導測驗

(Pass the Student Dormitory Regulations Test)

3.1 此部分會對同學宿舍一些常見違規行為進行檢測，每題為單選題，必須全部答對才能進行下一步。在作答時如下圖所示，勾選後會有提示，當提示顯示為正確時才是正確答案。

In this part, every student should do the test for the Student Dormitory Regulations. Each one is multiple selection questions. The student will go on next step only he/she corrects all the questions. Like the image below, each checkbox would show the note under the answer. The note shows “Correct”, which means the correct answer.



問題9：小宇的好朋友住在勝一舍，小杰的好朋友住在敬一舍，兩個人的好朋友都住在對方的宿舍，所以他們兩個想要直接互換彼此的宿舍，這樣可以怎麼做呢？
Jason lives in Ching-Yeh Dorm 1, and has a good friend in Sheng-Li Dorm 1, while the reverse is true for Jay. They want to exchange their bed spaces. What should they do?

A. 到住宿服務組辦理轉換宿手續並雙方繳交行政手續費。
They should go to the Housing Division to apply for the exchange of their bed spaces, and also pay a fee to cover the administrative costs.

B. 直接互換就好啦！彼此都有共識選等什麼。
They can exchange their bed spaces by themselves.
【互換床位，依宿舍管理規則要退宿，雙方並依本校學生獎懲要點處置。Exchanging bed spaces will result in residence cancellation according to the NCKU Student Dormitory Regulations, and both violators will be further disciplined according to the NCKU Rules for Student Rewards and Penalties.】



問題9：小宇的好朋友住在勝一舍，小杰的好朋友住在敬一舍，兩個人的好朋友都住在對方的宿舍，所以他們兩個想要直接互換彼此的宿舍，這樣可以怎麼做呢？
Jason lives in Ching-Yeh Dorm 1, and has a good friend in Sheng-Li Dorm 1, while the reverse is true for Jay. They want to exchange their bed spaces. What should they do?

A. 到住宿服務組辦理轉換宿手續並雙方繳交行政手續費。
They should go to the Housing Division to apply for the exchange of their bed spaces, and also pay a fee to cover the administrative costs.
【正確答案Correct】

B. 直接互換就好啦！彼此都有共識選等什麼。
They can exchange their bed spaces by themselves.

3.2 作答完畢後先點選「送出填寫資料」，確定所有題目都作答完畢且正確後(若有錯誤或沒做答的題目必須完成後才能繼續)，再按「請繼續下一個步驟」至下一階段。

After finishing the test, click “Click to submit your answer”. If the system shows some answers are wrong or missing answer, please check all the answer and click that button again. Then click “Next” to the next step.

1

送出填寫資料/Click to submit your answer

測驗到此結束，請按下方按鈕進行下個步驟。

2

End of the test. Please click the button below to start your application.

請繼續進行下個步驟(NEXT) >>>

4 觀看宿舍防災疏散演練影片 [僅國際交換生及國際學位生須觀看]

Watch Education Film for Disaster Prevention

此階段僅有選擇「國際交換生及國際學位生」的同學需要觀看，觀看後點選下一步進行測驗。

In this step, students will watch an education film for disaster prevention. The film talks about some fire and disaster prevention skills and knowledge, you should watch carefully because there will be a test according to this film. Then Click “Next True-False Test”.



5 通過公共場所防火、防颱及防災宣導測驗

Pass the Fireproof Guide for Public Areas Test

在此測驗中所有題目皆為是非題，需要答對總題數 80%才能進行下一步(沒通過則需要重新測驗)。再填寫完畢後點選「送出填寫資料」，確認通過後再點選「請繼續進行下個步驟」。

In this test, all questions are True-False test. According to the video in the last step, choose the right answer and click “Click to submit your answer”. If the score is below 80%, you should do it again.

After passing the test, click “Next” to sign the contract.



測驗到此結束，請按下方按鈕進行下個步驟。



6 填寫學生住宿契約書

Sign the Student Housing Contract

6.1 首先閱讀所有合約內容，並注意第 6、7、8、9、11 條需勾選「我了解」。

First, read the contract. And there have some checkboxes in the 6-th, 7-th, 8-th, 9-th, and 11-th one, don't forget to check "I understand".

第十一篇 其他特約事項 | Article 11 Other Matters

- 同一寢室之承租人，對於無法認定違約者之違約事項，如無法查明時，與同一寢室的其他租用人共同分擔。(Residents in the same bedroom shall share the responsibility for a violation when the violator cannot be identified.)
- 契約期間乙方未於學校公告期限內辦理各項行政手續而補辦者或辦後因故取消者，每次酌收手續費新臺幣貳佰伍拾元整。(During the period of the contract, Party B who applies for the completion of an overdue administrative process shall be charged with a processing fee of NT\$ 250.)
- 我了解(I understand)
- 乙方需於宿舍進住前填寫學生住宿資料卡並核對寢室財產資料，如有不符，需於進住當天逕洽宿舍管理員更正，否則視為寢室財物一切正常。(Upon entry into the dormitory, Party B is required to complete the dormitory student information card and check the list of bedroom property. In case of any discrepancy, Party B should check with the dormitory manager for rectification on the date of entry. Otherwise, the list of bedroom property will assumed to be complete and in good condition.)
- 借用磁卡、鑰匙、宿舍公物，因故遺失、損壞或未按時歸還者，除依實際費用賠償外，另酌收手續費新臺幣貳佰伍拾元。(A dormitory student who has lost or damaged the temporary access card keys or public items borrowed from the dormitory, or who has failed to have them returned as scheduled, will be charged with a processing fee of NT\$ 250.)
- 我了解(I understand)
- 本契約終止時，乙方應將寢室回復原狀，無法回復依個案實際費用賠償。(The bedroom should be restored back to its original state upon the termination of the contract. The compensation payment for any damage to the bedroom shall be decided on a case-by-case basis.)

6.2 接著在頁面最下方填寫自己的信箱與聯絡電話，並勾選「我同意」並送出申請。

Then at the page below, enter your email and mobile phone No., and click "I agree with, understand, and willing to obey National Cheng Kung University Student Housing Contract". Finally click "Submit Application".

甲方(Party A)：國立成功大學 National Cheng Kung University
代表人(Representative)：校長 President
代理人(Acting Representative)：住宿服務組組長 Chief of Housing Service Division

乙方(Party B)：
身份證字號：
*Email：
*電話(Mobil phone No or dorm ext. No)：

中華民國 107 年 12 月 3 日

我同意、了解，且願意遵守『國立成功大學學生住宿契約書』之規範。
I agree with, understand, and am willing to obey National Cheng Kung University Student Housing Contract.

我不同意『國立成功大學學生住宿契約書』之規範。
I do not agree with National Cheng Kung University Student Housing Contract.

送出申請 | Submit Application

6.3 當頁面出現如下圖的情形時，代表住宿合約簽署完畢。

If you jump to the page like the image below, it means you finish signing the Accommodation Agreement. Congrat!

登錄檢查訊息

您已經完成107學年度住宿契約書的簽署
您已經完成107學年度住宿契約書的簽署！
You've successful signed the Accommodation Agreement on line.

已完成契約書