

國立成功大學 勝利第一宿舍 住宿生活公約

Code of Conduct of National Cheng Kung University Sheng-Li 1 Dorm

99.3.17	98 學年度第 2 學期學生宿舍自治委員會通過
2010.3.17	Approved by Self-governed Committee of Student Dormitories in Academic Year 2010
100.5.30	99 學年度第 2 學期學生宿舍自治委員會通過
2011.5.30	Approved by Self-governed Committee of Student Dormitories in Academic Year 2011
101.6.6	100 學年度第 2 學期學生宿舍自治委員會通過
2012.6.6	Approved by Self-governed Committee of Student Dormitories in Academic Year 2012
105.6.7	104 學年度第 2 學期學生宿舍自治委員會通過
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106.7.26	105 學年度第 2 學期學生宿舍自治委員會通過
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2023.2.16	Approved by Self-governed Committee of Student Dormitories in Academic Year 2023

- 一、 國立成功大學勝利第一宿舍住宿生活公約(以下簡稱本公約)依據《國立成功大學宿舍管理規則》(以下簡稱《宿舍管理規則》)第八條第四項訂定之。

National Cheng Kung University Sheng-Li Dorm 1 residency convention (abbreviated as convention in below) is formulated according to Article 8(4) of “Dorm Management Regulations, National Cheng Kung University” (abbreviated as Dorm Management Regulations in below).

- 二、 本公約在不涉及個人權益的前提下，補充《宿舍管理規則》第八條第二項不及規範事項，以維護宿舍整體觀瞻與塑造內部優質文化為宗旨。

This convention aims to replenish Dorm Management Regulations Article 8(2) without violating personal rights to achieve dorm appearance and to shape quality culture in dorm.

- 三、 申請本宿舍床位者，視同同意本公約之相關規定。

If you apply for this dorm means you agree to all the regulations in this convention.

- 四、 為維護宿舍安全及秩序，除《國立成功大學住宿契約書》(以下簡稱《住宿契約》)明訂應收取手續費或罰款外，其他採違規記點制度，凡住宿學生於住宿期間，經宿舍管理人員、宿舍輔導人員或宿舍服務人員(舍長、樓長、宿委等)執行取締，同具違規記點效力，且服務人員得視情況拍照備查，違規同學不得拒絕。如遇服務人員取締不配合者，除需受原處分外，處分加倍累計。

In order to maintain safety and discipline, violation points system are applied for any violation of this rules other than articles clearly listed in “National Cheng Kung University Accommodation Contract” (abbreviated as Accommodation Contract in below) applies to fines and fees where applicable.

五、 共同維護宿舍內、外部環境：

To maintain Dorm's inner and outer environment:

- (一) 為維護宿舍外觀，腳踏車須停放於停車格內，違者輪胎放氣；嚴重妨礙者，由服務人員鐵鏈上鎖或搬至指定地點處管制，同學僅依指定時段，自行向管理員認領。

To maintain outer appearance, bicycles are to be parked in parking lots allocated. Violators will result in deflation; serious obstructions will be locked up by iron chains and move to designated place. Residents can claim back their vehicles from administrator at allocated time slot.

- (二) 同學不得在大廳、地下室、樓梯、走廊、浴室、廁所、茶水間、交誼廳等公共空間放置或吊掛私人物品，曬衣間與頂樓僅供晾掛衣物使用，違者以違規記 4 點，且其放置之物品，視為垃圾清理之。

Residents are not allowed to leave personal belongings at the lobby, basement, passage, bathroom, toilets, pantry, recreation area, etc. Laundry rooms and top basement are for laundry use only, violators will get 4 violation points and the belongings will be cleared off.

- (三) 將垃圾放置於公共區域、在公共區域打翻食物不自行清潔、因不當使用造成地面損壞者，除賠償損壞外，違規另記 4 點。

Leaving rubbish or spill food at public area but do not clean up immediately, causing floor defects due to misuse, besides compensation for the damage, 4 violation points will be recorded.

- (四) 被發現未按規定垃圾分類或是隨便棄置垃圾，違規記 4 點。

If garbage is not classified accordingly or littering around, 4 violation points will be recorded.

- (五) 宿舍內任何時段均禁止奔跑、大聲尖叫、喧嘩或從事跳舞、打球等動態活動；於晚上 11 點至次日早上 8 點更嚴禁大聲說話或進行搬遷等發出吵雜聲音之活動，以及使用造成極大聲響之物品。違規者記 4 點，再次違規者加重處分。

Running, screaming, shouting, dancing, ball games, etc. These kind of dynamic activities are NOT allowed in dorm. Speaking loudly or moving activities that will generate loud noises are strictly prohibited from 11P.M. to 8A.M. in the morning. Violators will be recorded 4 violation points.

- (六) 養成隨手關(鎖)門、關燈、關電源、關水的習慣，得確保財物安全與節能減碳。

被發現浪費水、電資源者，違規記 4 點。

Practice to close (lock) the door, lights, electricity, and water at any time. So as to protect valuables and reduction in carbon footprints. Those who are found wasting water or electricity will be recorded with 4 violation points.

- (七) 寢室內可使用合於《宿舍管理規則》之電器(含插座)，惟應屬於國家標準檢驗合格之電器；放置非合於《宿舍管理規則》之電器或烹飪廚具及易燃用品等，違規者記 8~10 點，以《宿舍管理規則》處置，且應立即改善。欲於宿舍放置冰箱者，請依《國立成功大學勝利宿舍個人冰箱放置寢室規定》申請通過後始者放置，否則視為違規電器。

Electrical appliances listed in “Dorm Management Regulations” (socket included), but should be approved and inspected by the nation’s authority are allowed to be used in room. Appliances other than listed in “Dorm Management Regulations” or cooking appliances and flammable objects are strictly prohibited. Violators will be recorded with 8-10 violation points and will be punished according to “Dorm Management Regulations”, and ameliorate should be carried out immediately. For those residents who want to place refrigerators in their room, ones must apply for refrigerator placement to the Housing Service Division according to 《國立成功大學勝利宿舍個人冰箱放置寢室規定》.

- (八) 宿舍區內嚴禁抽菸（含電子菸），違者記 10 點。

Smoking (including electrical smoke) is strictly prohibited in the dorm area. Violators will be recorded with 10 violation points.

六、 宿舍內部公物使用規範：

Using public assets in the dorm:

- (一) 住宿同學進住宿舍時，應向管理人員領取住宿資料卡，填寫完畢後交給管理人員，並逐一清點核對寢室內所有公物，如發現缺漏，需立即告知管理員。

Residents should get their resident data slip from the administrator, filled up and hand up to personnel during check-in process. Residents should make an inventory for the assets in the room and should report immediately to the administrator if any losses are found.

- (二) 以非法手段改造寢室內線電話或公共電話，或因此盜打外線及長途電話者，違規記 10 點以退宿處理，並負擔損壞賠償及繳交電話費之責任。

Alteration to the dorm room’s line or public phones illegally, or using this to call out or making long-distance call will be recorded with 10 violation points and retreat

from residency. Residents will also have to bear the responsibility to compensate for damages and phone bills.

- (三) 洗衣機、烘衣機、脫水機等設備，請同學珍惜使用。若以不當手段破壞，違規記 10 點以退宿處理，並負擔損壞賠償責任。

Residents are to handle devices like washing machine, dryer, centrifugal dryer with care. Literally damage will be recorded with 10 violation points and retreat from residency. Residents will also have to bear the responsibility to compensate for damaged device.

- (四) 洗衣、脫水、烘衣時，應耐心排隊，使用時應於周遭放置臉盆或洗衣籃等容器。若使用完畢未將個人衣物立即取回者，為避免佔用過久耽誤他人使用時間，下位使用者可代為取出放置於容器上。

Residents should line-up accordingly with patience when washing, drying the clothes. Basin or basket should be placed beside the device, so that the next user is able to remove the garments into it when you are not able to remove the garments in time after use.

- (五) 使用飲水機、公共廁所的洗手台請同學注意勿將食物殘渣傾倒於其上，違反者違規記 4 點。

Do not pour food waste over drinking fountain or wash basins in toilets. Violating will result in 4 violation points.

- (六) 交誼廳之電視機(含遙控器)，同學應愛惜使用，勿任意破壞或帶走；晚間 11 點後電視音量應放小，違反者若經勸告或他人檢舉而未改善，違規記 4 點。夜間凌晨一點至六點交誼廳僅開放讀書使用，不開放其他活動。

Residents should handle television (including Remotes) with care in the recreation area, do not damage or remove it. Volume should be lowered after 2300hrs. If no improvements are made after advisement or reported by other residents, 4 violation points will be recorded. Recreation area is opened for studying only during 0100hrs-0600hrs. No other activities are allowed.

- (七) 公共區域的桌椅，使用完後需清理乾淨並歸於原處；公共區域之清掃用具、鏡子、體重計、書報等，應愛惜使用。上述各項物品若私自佔用者，違規記 4 點；使用後造成髒亂未清潔者，除需負清潔責任外，另違規記 4 點。

Furniture in the public area should be cleaned and placed back to the original position after use. Cleaning utensils, mirrors, weighing scale, newspapers etc. should be handled with care. Seize possession of the above items will be recorded with 4

violation points. Those who do not clean up after use will be asked to bear the responsibility of cleaning and 4 violation points will be recorded.

- (八) 借用備份鑰匙、磁卡、推車等公共設備，應以本人證件抵押，如未帶證件應由服委室人員陪同，且限 30 分鐘內歸還，遲還者依《學生住宿契約》第十一條酌收手續費 250 元，如延遲歸還超過一天，違規另記 2 點，並以日累計之。

Those who wish to borrow spare keys, trolleys, etc. should pledge themselves with personal IDs. If failed to present IDs, should be accompanied by personnel on duty and should return in 30 minutes. Late returns will be charged NT250 as listed in "Accommodation Contract". Returns on the other day will be recorded with 2 violation points, and increases daily.

- (九) 公共設施（如洗衣機、脫水機、烘衣機、飲水機、販賣機等）之插座，嚴禁擅自拔除；1-4 樓公共區域插座如私接個人電器（如吹風機）使用以半小時為限；地下室除自修室可使用檯燈、個人電腦外，其餘公共區域之插座嚴禁私接個人電器；如經發現違反上述三項之一者，違規記 4 點，並得以累計之。

Sockets used for public facilities (washing machines, centrifugal dryer, dryer, drinking fountain, vending machines etc.) are not allowed to remove. Personal appliances are allowed to be plug in public sockets for half an hour. In the basement, only sockets in the study room are allowed to be used for table lamps, personal computers. Other sockets are not allowed to be used for personal appliances. Violating any one of the above three will be recorded with 4 violation points and it is cumulative.

- (十) 裸體外出(裸奔)者，以妨害風化違規記 8 點。

Showing out naked (including streaking), will be recorded with 8 violation points as of obscenity.

- (十一) 偷窺他人洗澡或刺探他人隱私者，違規記 10 點，以退宿處理。

Peeping on others while showering or spying on privacy will be recorded with 10 violation points and withdrawal from dorm.

- (十二) 故意觸動火災警鈴或調動監視攝影機者，以影響安全違規記 8 點。

Triggering fire alarms on purpose or altering CCTVs will be recorded with 8 violation points as of safety considerations.

- (十三) 不在馬桶或尿桶內便溺者，若未自行清潔，經調查後為過失者，記違規 4 點，再次違規者加重處分。

Not excreting in toilets and do not clean up and is blamable after investigation will be recorded with 4 violation points. Repeating will result in increased penalties.

- (十四) 宿舍大門以門禁管制，若忘記攜帶學生證則應聯絡室友、朋友（或值勤人員）協助開門。硬拉磁門以違反公共安全違規記 4 點，如導致磁門毀損需另負賠償責任。

Gates are equipped with access system. Residents should contact roommates, friends or personnel on duty for assistance if you forgot to bring your student ID. Forcing the door to open will be recorded with 4 violation points as of affecting public safety, if the door is damaged, you would have to bear the compensation responsibilities.

- (十五) 冷氣電費以寢室為單位繳交，同學需依照公告日期繳交冷氣電費。如未依公告時間按時繳交，將停止供應該寢室之一般電源，直至完成電費繳交後再恢復供電。

A room is charged for A/C fees as one unit, residents will have to pay before deadlines announced. Failed to pay within deadline, electricity supply will be cut off until payment is made.

- (十六) 自行車、機車等車輛請勿擅自停放寢室內，違者記 5 點。有特殊需求者得依《成功大學學生自行車停放寢室規定》向服委室申請。

Bicycles and motorcycles should not be parked inside the room; violators will be recorded with 5 violation points. Those with special needs should make applications to dorm management according to “National Cheng Kung University Regulations on parking vehicles in rooms”.

七、訪客：

Visitors

- (一) 若有外客與異性訪客，雙方應事先聯絡妥當，須由本舍居民親自陪同，始得進入，且外客與異性訪客於宿舍逗留期間，所到之處均須由本舍居民陪同；逗留期間若無人陪同，則視為擅自進入，必要時通報該外客與異性所屬單位併同處理。

If there are visitors (including opposite sex) they should be accompanied by the residents in order to enter dorm area. Besides that, during the visit, they should be accompanied by the resident anywhere they visit. Unauthorized intrusion will be considered if no accompanies are found. Departments of visitors (including opposite sex) would be informed when there is a need.

- (二) 外客與異性訪客於宿舍停留期間，應遵守《宿舍管理規則》及本公約，違者除究責受(邀)訪同學外，必要時通報該外客與異性所屬單位併同處理。

Visitors (including opposite gender) should follow this regulations and “Dorm Management Regulations” during the visit. Resident and the visitor will be held accountable for violating the rules, departments of visitors (including opposite sex) would be informed when there is a need.

- (三) 訪客於凌晨 12 時以後之後仍逗留宿舍內，則視同留宿事實，訪客與受訪同學均違規記 10 點，以退宿處理，並喪失其在學期間之住宿權。該訪客通報所屬單位併同處置。

Visitors who linger around after 00:00 will be considered as staying in. Visitors and the resident will be recorded with 10 violation points and withdrawal from the dorm. Rights for accommodating during semester will also be revoked. Department of the visitor will also be informed and will get the necessary punishments.

- (四) 宿舍嚴禁攜帶訪客進入洗澡，違者以違規記 8 點；該訪客通報所屬單位併同處置。

Visitors are not allowed to shower in dorm, violators will be recorded with 8 violation points; Department of the visitor will also be informed and will get the necessary punishments.

- (五) 住宿生於其他宿舍違反訪客規定者，與該舍學生同受規定處分。

Residents who violate the rules in other dormitory will get the same punishment as the residents in that dormitory.

八、 床位管理：

I. Bunk Managements:

- (一) 床位不得頂讓或買賣、未經申請不得私自搬入或提前進住、不得私自互換寢室，違者雙方皆以《宿舍管理規則》處置。

Bunk are not allowed to be sold or tenancy. Moving in or moving in early without application is prohibited. Changing rooms without permissions are not allowed. Both violating this rule will be punished according to “Dorm Management Regulations”.

- (二) 未按時繳交資料卡(含照片)等各項住宿所需資料者，經催繳後應於限期內補繳；限期之後仍遲交者一天違規記 2 點，並得以日累計之。

Late to produce resident data slip (including photo) should hand up after reminder. Those who failed to produce after deadline will be recorded with 2 violation points

per day and is cumulative.

- (三) 一位同學只得使用一套傢俱(含桌椅、衣櫃、床舖等)，不得佔用其他傢俱，私自佔用者違規記 4 點並應立即改善。

Each resident can only use a set of furniture (including a desk, chair, closet, bed, etc.) It is not allowed to occupy other furniture. Violators will be given 4 violation points and they should recover immediately.

- (四) 團體生活端賴彼此溝通與容忍，因個人生活習慣不同所造成的衝突，同寢室友或同層同學彼此應先開誠佈公溝通；若溝通不良或輔導員介入仍無改善者，視情況調離原寢。

Group life relies on communicating and tolerance. For conflicts due to different habits, communications should be made by roommates or residents in the same storey. If failed to communicate and no improvements are made after involvement of the counselor, will be changed to another room as of conditions.

- (五) 為避免單一寢室一人獨自住宿，造成住宿分配不均及資源浪費，凡單獨住宿者住服組得調整寢室。居民必須配合搬遷並於期限內完成離宿清點與交還鑰匙，違者視同未完成離宿清點手續，將依《學生宿舍管理規則》處置。

To avoid the uneven of accommodation distribution and the waste of resources, Housing Service Division has the authority to reassign the resident who lives alone to another room. The resident must cooperate to the relocation, finish the check-out process and return the key before the deadline. Any violations will be regarded as check-out failures, and will be disciplined in accordance with “Student Dormitory Regulations”.

九、 普/抽查規定：

Census/Spot Checks

- (一) 住宿生應於公告期限內完成普查（含補普查），未進住及未完成普查（含補普查）者，以退宿處理，取消床位，且仍須繳交佔用床位之住宿費。

Residents should complete census (including make-up), those who does not complete check-in process and census (including make-up) will be withdraw from the dorm, bunk would be canceled, but payments should still be made.

- (二) 逾期補普查，逾期一日記違規 1 點，以日累計之，並以違規記點 5 點為上限。

Late census will result in 1 violation point per day and is cumulative with a maximum

of 5 violation points.

- (三) 為維護住宿品質與安全，普查期間將一併進入寢室確認財產狀況與檢查有無違規事項，住宿生應配合服務人員檢查，並得再另訂抽查時間。

In order to maintain quality of living and safety, personnel will enter the room for confirmation of assets and if there are violations during census. Residents should cooperate with personnel on duty and date for spot check should be made.

十、寧靜樓層（區）：

Quiet Storey (Area)

- (一) 寧靜樓層（區）之目的為提供住宿同學另一選擇之機會，以培養學生自主自律之能力，並養成良好之生活習慣。本宿舍寧靜樓層得依申請人數調整房間數。

The purpose of quiet storey (area) is to provide the students with another choice and to cultivate self-management, good habits of the students. The dorms quiet storey will be adjusted according to the number of applicants.

- (二) 凡有研究所、國考等考試需求者，或作息正常、無夜歸習慣者，均可於床位選填時，優先登記住宿於本區。

Those who are in need of national exams or graduate exams or students with regular work and rest, not returning late have the priority to apply for quiet area during registration.

- (三) 居住於「寧靜樓層（區）」同學，應以隨時保持寧靜為基本義務；全日任何時段於此區域喧嘩者，無論是否為寧靜樓層居民，經勸告而未改善者，違規記 4 點。

Residents who live in the quiet area should keep quiet at all times. Those who shout in this area for any time slot, whether they are residents in this area, if no improvements are made after advisement, 4 violation points will be recorded.

十一、簡易廚房使用與管理：

Article 11 Kitchenette Use & Management

- (一) 為顧及住宿生飲食之需要與便利，並落實嚴禁住宿生在寢室內外或公共空間炊煮之規定，於本宿舍區內設置簡易廚房（以下簡稱廚房），且為確保各項使用設施之安全及住宿環境之維護，與落實學生自治精神，使用者（僅供勝一住宿生）需依規定完成申請與維護廚房及各項設施，並由宿舍服務人員進行督導與管理。

Considering residents' needs for meal preparation, as well as keeping the regulation regarding the prohibition of cooking in rooms or public areas, kitchenettes have been set

up in this building. To ensure the safety of facility usage and the preservation of the dormitory environment and to realize student autonomy, kitchenette users (Sheng-Li 1 residents only) should follow the rule to complete the applications and maintain the facilities in the kitchenette, which will be supervised by the dormitory staffs.

(二) 廚房開放時間：每週四 16:00-22:00，週五至週三 6:00-22:00

The opening hours of the kitchenette: 16:00-22:00 for Thursday and 6:00-22:00 for Friday to Wednesday.

(三) 廚房各項公共設施使用須知均張貼於廚房，使用者應確實遵守其使用規定，以維持使用壽命與確保操作安全，若不當使用導致設施受損或災害發生，則使用者須負起賠償之責任。

Appliance operation instructions will be posted in the kitchenette. To maintain the appliances in a safe and good condition, users should follow the instructions when using the appliances in the kitchenette. If any damage is made due to improper operation, the users are responsible for compensation.

(四) 廚房使用者可使用所有廚房設施，可於廚房烹飪食物。

kitchenette users are allowed to use all kitchen facilities and may cook food in the kitchenette.

(五) 廚房使用者需依程序申請使用（含冰箱與櫥櫃）。

The kitchenette users should follow the procedures to apply for kitchenette use (including refrigerator and cabinets).

申請流程為：

Application Process

① 填寫申請單。

Fill out the application form.

② 於服委室公告時段內攜帶一張 2 吋彩色照片完成登記，並配合個人使用頻率排班清潔。

Bring a 2-inch color photo to the service office to Register and schedule the cleaning shift within the announced period.

③ 向管理員登記櫥櫃。使用者必須遵守設備使用規定，未確實履行任一項即依規定處置。

Register the cabinet with the administrator. Users must comply with the equipment usage regulations. Violation of these rules will result in appropriate disciplinary action.

(六) 非廚房使用者不得擅自使用廚房，違者需繳交 250 元行政手續費，並記宿舍違規 5 點。

Anyone who is a user is not allowed to use the kitchenette. Violators will be charged a processing fee of NT\$250, and 5 violation points will be given.

- (七) 唯有申請使用廚房之居民，才有資格申請使用廚房內之櫥櫃；若無申請使用廚房者，則不得申請及使用。

The Kitchenette cabinets are for kitchenette users only. Any resident who hasn't applied for kitchenette usage is prohibited to use the cabinet.

申請與使用注意事項：

Important notice for the application：

- (1) 居民必須至服委室登記才能使用廚房櫥櫃，先登記者可先選位置。

Application of the kitchenette and the registration of the cabinet should be done at Dorm Office. The application is on a first-come-first-served basis.

- (2) 櫥櫃內不得放置違規物品，違規物品由管理員保管，居民需於一週內(或依公告期限) 前來領取；逾期未領回以廢棄物處理。

Violation items are not allowed to be placed in the cabinets. The violation items will be confiscated by the dorm manager, and the owners have to claim them within a week (or before the announced deadline). Unclaimed items shall be disposed of as waste after the deadline.

- (3) 使用櫥櫃需保持清潔與衛生，如因未依規定清潔或擺放除上述電器之外的物品，服委室得取消其使用權，該位居民需於1日內搬離所屬物品。

All users must maintain their cabinets with cleanliness and order condition. If the users fail to keep their cabinets clean or put any items against the regulations, the dorm manager should suspend their kitchenette usage qualification if necessary. If so, they shall clear their personal belongings from the kitchenette within 1 day.

- (4) 假如居民有烹飪用之電器但不想使用，依據《宿舍管理規則》第九條第二項第八款 禁止放置於寢室，應找管理員協助將電器放置於儲藏室內，但服委室不負保管責任。

Residents who have electric cooking appliances but do not plan to use, the appliances are not allowed to place in the room (according to NCKU Student Dormitory Regulations), they shall take the electric appliance out of the dormitory.

- (八) (1) 櫥櫃只得放置以下物品：

Items can be placed in the cabinets

- ① 符合規定之烹飪電器。(每個電器必須標示清楚與完全標示房號、學號、姓名。) 非運作中之電器及物品應妥善放置於櫥櫃內。

Permitted cooking appliances. (All electric appliances should be labeled clearly with the resident's "Room No.", "Student ID No.", and "Name"). Electrical cooking appliances not in use should be placed properly in the cabinet.

- ② 餐具：碗盤、叉子、筷子、湯匙。

Tableware： Plates, bowl, fork, chopsticks, spoon

- ③ 刀具：刀及砧板。

Cutting ware : knife and chopping board

- ④ 清潔用品：洗碗精、抹布、菜瓜布、刷子。

Cleansing tools : dishwashing liquid, cloth, scouring pad, scrub brush.

- (2)其他物品(如食品或調味料等)，一律存放於個人寢室。

Other items (e.g. food and seasoning) should be placed in the personal room.

- (九) 廚房電器：(1) 可使用 1000 瓦以下之電鍋、烤箱、烤麵包機、咖啡機、果汁機。(2) 所有電器須具有中華民國電器檢驗合格標章(CI mark)。(3) 自行於廚房加裝或使用非上述電器或烹飪用具者，依管理規則處置，違規放置物品由管理員保管。

Kitchen Appliances (1) Electrical appliances below 1000W. (Ex: cooker, oven, toaster, coffee machine, juice machine) (2) All appliances shall be certified and registered by the BSMI and bear a valid Commodity Inspection Mark (CI mark). (3) Students who place or use any appliances not listed above in the kitchenette will be disciplined according to NCKU Student Dormitory Regulations. The violation items will be confiscated by the dorm manager.

- (十) 本廚房嚴禁以油炸或煎、炒的方式烹煮食物，違者違規記 5 點處分。

Any frying cooking method (including deep fry and stir fry) is prohibited in the kitchenette. Violators will be given 5 violation points.

- (十一) 簡易廚房禁止使用多孔插座或延長線。經宿舍服務人員發現，一律暫時移至服務委員室，由物品所有者領回，其物品所有者記 5 點。如再次使用延長線或多孔插座則直接記 10 點，以退宿處置。

Usage of any type of socket extensions in the kitchenette is strictly prohibited. If any violation is noticed by the management staff, the extensions will be confiscated in service office. The owners of these items can retrieve them from there and will be given 5 violation points. If kitchenette users are found to violate the regulation again, 10 violation points will be given and retreat from residency

- (十二) 使用者每次使用後應確實維護廚房整潔，使用完畢後，應立即將所有設施回復原狀及確實施行廚房清潔工作，其廚餘與垃圾(含流理台與洗手槽裡的垃圾)應立即自行處理以避免阻塞洗手槽或引起蟑螂、老鼠及蚊蟲滋擾。

Kitchenette users should maintain the cleanliness of the kitchenette. Users should put their items and electric appliances back in the proper place right after use and make sure the kitchenette is properly recovered to an orderly and clean condition. Food waste & garbage (including those on the table and in the sink) must be disposed of immediately to avoid sink clogging and keep cockroaches, rats, mosquitoes, and insects away from the kitchenette.

- (十三) 使用者禁止於廚房以外之區域清洗烹飪器具。烹飪器具(如電鍋之內鍋、烤箱之鐵盤等) 禁止帶離開廚房，以避免廚餘堵塞浴室與廁所之管路。

Users are prohibited from washing cooking utensils outside the kitchen area. Cooking utensils (such as the inner pot of a rice cooker or the baking tray of an oven) are not to be taken out of the kitchen to prevent food waste from clogging the pipes in bathrooms and toilets.

(十四) 申請使用廚房者需至服委室向管理員排定清潔班表，並全程駐留於清潔區域且執行清潔工作。

Residents who apply for kitchenette use must visit Dorm Office to arrange their cleaning shift schedule. Users should stay in the cleaning area and do the cleaning work properly during the scheduled time.

(1) 每位使用者一週至少須排班一小時。排班方式與清潔區域依服委室公告為主。

Every kitchenette user should schedule their cleaning shift for at least one hour a week. The specific rules of the cleaning shift and the cleaning area depend on the announcement from Dorm Office.

(2) 如欲申請調班或因故無法執行清潔排班者，必須「事先」向管理員提出申請調班或 暫停清潔排班，以避免清潔排班的爭議。累積 4 週以上無法執行清潔排班者，則須取消使用廚房資格。

Users who want to apply for changing shifts or couldn't carry out their duties on the designated schedule must apply to the management staff in advance. The users should cancel the usage of the kitchenette if they couldn't carry out their duty for more than 4 weeks accumulated.

(3) 廚房清潔排班之檢查標準如下，未符合以下兩種情形之一者，視為未依排班時間清潔。

① 排班者正在清潔(不得做與清潔無關之事)。

② 排班者已完成清潔(排班者仍需全程待在廚房待命，惟不得使用廚房設備，如洗菜、洗碗、烹飪等)。

Dorm staff will carry out inspections for the kitchenette cleaning shift. Only two situations below are considered passes, else are as failing the inspection.

① The kitchenette user on shift is operating the cleaning (works irrelevant to cleaning are not allowed.)

② Cleaning has been done (Residents have to stand by in the kitchenette while not allowed to use the facilities there. E.g. cooking, washing food, or dishes.)

(十五) 取消廚房使用資格：

Apply for cancellation：

(1) 已申請廚房而欲取消者，必須至服委室找管理員取消申請，並於取消當日移除廚房 個人物品。

Those who wish to apply for cancellation should contact the dorm manager and have their items removed from the kitchenette on the same date.

- (2) 申請者如遇住宿契約終止之情形（例如退宿、離宿），則廚房使用資格一併取消，使用者需於離宿清點期限前清空廚房個人物品。

Once the students' housing contracts are terminated (e.g. withdrawal and check-out from the dormitory), they shall be suspended of the right to kitchenette usage and must remove all their items in the kitchenette before the check-out deadline.

- (3) 上述兩者如未於期限內將個人物品移走，則視為廢棄物處理。

In the above situations, any personal items left behind shall be disposed of as waste after the deadline.

- (十六) 以下違規事項一經確認屬實，單項違規單次需繳交 250 元行政手續費：

Residents have to pay a processing fee of NT\$250 for a single violation of the following once the violation is confirmed：

- (1) 非廚房使用者不得擅自使用廚房，違者除需繳交 250 元行政手續費，另記宿舍違規 5 點。

Residents who are users will not be allowed to use the kitchenette. Violators will not only be charged a processing fee of NT\$250, and also be given 5 violation points.

- (2) 未依排班時間執行廚房清潔。

Fail to carry out the kitchenette clean-up shift according to the schedule.

- (3) 擅自將個人物品放置於他人櫥櫃；經取消廚房使用資格或未申請使用櫥櫃，卻擅自將個人物品放置於櫥櫃。

Place personal items in others' cabinets or the cabinets which are supposed to be empty. Place items in the cabinets without application.

- (4) 於櫥櫃內擺放未經允許的電器及物品。

Places any prohibited electric appliances and items in the cabinets.

- (5) 未將廚餘及垃圾妥善分類放置於垃圾桶；未清潔自己的餐具(碗、盤等)。

Fail to separate the garbage and food waste and throw them in the respective garbage bins. Fail to clean up their tableware (bowls, dishes, etc.)

- (6) 未將個人物品帶離廚房；未將個人電器或公共設施回復原狀。

Leave the personal belonging in the kitchenette. Fail to keep personal electric appliances or public facilities in the proper place.

- (7) 完成烹調後，佔用插座保溫。

Occupies porous sockets for keeping food warm after the food is cooked.

- (8) 放置於簡易廚房之電器，未標示清楚或未完全標示房號、學號、姓名。

Putting any electric appliance in the kitchenette without a clear label of Room No., Student ID., and Name.

- (9) 將烹飪器具（如電鍋之內鍋、烤箱之鐵盤等）帶離開廚房；在廚房流理台以

外之區域清洗烹飪器具。

Bring the cooking utensils (including the inner pot of the rice cooker and the plate of the oven) away from the kitchenette or wash the cooking utensils away from the kitchenette area.

(十七) 30 日內簡易廚房總計違規次數達十五次，即公告後關閉廚房一週。

Fifteen violations seen in 30 days will lead to the shutdown of the kitchenette for a week.

(十八) 廚房違規次數累積達三次者，將停止其當學期及次學期之使用廚房權，於停權期滿後，才可再次申請廚房。

The user who violates kitchenette regulation 3 times shall be suspended kitchenette usage qualification for the current and the following semester. The student shall not be allowed to apply for kitchenette usage until the expiration of the suspension.

十二、 為維護住宿安全，在寢室加裝小鎖者，務必繳交備份鑰匙或密碼到服委室備查，經催稽後應於限期內補繳；限期之後仍遲交者一天違規記 2 點，並得以日累計之。

To maintain dorm safety, residents who install locks in their room should hand up spare key or passcodes to the dorm management bureau for reference. Make up should be made within deadline after reminder. 2 violation points will be recorded per day and is cumulative after the deadline.

十三、 違規記點名單統一送由輔導員登錄。凡欲銷點者，需經輔導員同意，校園服替代務每 3 小時銷 1 點，服務內容由服務人員定之。

List of violation points will be recorded by the counselor. Those who wish to eliminate the points should seek for agreement from the counselor. Every 3 hours of labor service eliminates 1 point. The content of service will be decided by the personnel on duty.

十四、 本公約送學生宿舍自治委員會議通過後公佈施行，修正時亦同。

This regulation were passed to Dorm Autonomous Committees and promulgated after agreements, this applies to amendments too.