

## 國立成功大學 勝利第三宿舍 住宿生活公約

### Code of Conduct of the Sheng-Li 3<sup>rd</sup> Dormitory of National Cheng Kung University

99. 3. 17 98 學年度第 2 學期學生宿舍自治委員會會議通過

101. 06. 06 100 學年度第 2 學期學生宿舍自治委員會會議修正通過

103. 11. 26 103 學年度第 1 學期學生宿舍自治委員會會議修正通過

105. 06. 07 104 學年度第 2 學期學生宿舍自治委員會會議修正通過

106. 7. 26 105 學年度第 2 學期學生宿舍自治委員會會議修正通過

一、國立成功大學勝利第三宿舍住宿生活公約(以下簡稱本公約)依據《國立成功大學學生宿舍管理規則》(以下簡稱《宿舍管理規則》)第九條第七項訂定之。

Article 1 Code of Conduct of the Sheng-Li 3<sup>rd</sup> Dormitory of National Cheng Kung University (hereinafter, "The Code") is established in accordance with Article 9, Paragraph 7 of National Cheng Kung University Student Dormitory Regulations (hereinafter, "The Regulations").

二、本公約在不涉及個人權益的前提下，補充《宿舍管理規則》第九條第三項不及規範事項，以維護宿舍整體觀瞻與塑造內部優質文化為宗旨。

Article 2 The Code, under the hypothesis of not being related to any personal benefit, is an appendix to The Regulations for issues not stated in Article 9, Section 3, and purposed to maintain the dormitory entire appearance and create better dormitory culture.

三、為維護宿舍安全及秩序，採違規記點制度：累計滿十點(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。

Article 3 To maintain dormitory security and order, all residents should follow the "Violation Demerit rule". If residents were given 10 or more violation points, will be submitted to Student Dormitory Review Committee and be reviewed, whose resolution shall be submitted to the Housing Service Division for publication and implementation.

#### 四、床位管理 (Accommodation Management)

(一)頂讓床位者，違規記10點。

Accommodation trade, including exchanging rooms without application, or moving in without application are not allowed. Violators will receive 10 violation points.

(二)未辦理床位申請手續私自搬入宿舍、互換寢室者，違規記 8 點。

Exchanging rooms application, or failing to complete procedures for exchanging rooms within the specified time, will receive 8 violation points.

(三)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，每日違規記2點，並得以日累計之。

Residents who do not submit resident information card (with photo) within the specified time, should turn in after being reminded. If still not completed within the specified time, will receive 2 violation points per day. The violation points will be accumulated daily.

(四)未於公告普查、補普查時間內完成普查者，視為延遲普查，屬違規行為，於普查期限過後開始進行違規記點，每日違規記1點，違規點數以日累計之，並以違規記點5點為上限。

Residents who do not completing the accommodation census within the announced period, are considered delaying census. One will receive 1 violation points per day and the violation points will be accumulated daily, up to maximum of 5 violation points.

(五)私自佔用空床位，違規記4點，並應立即改善。

The boarder can only use a set of furniture (including desk, chair, closet, bed, etc.). It is not allowed to occupy other furniture. Violators will receive 4 violation points and the situation should be corrected immediately.

(六) 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".

#### 五、 宿舍內公共設施 (Dormitory Public Property and facilities)

(一)寢室自行加裝門鎖，未提供備份鑰匙至服委室者，以影響安全違規記4點。

Any residents who install extra lock to your own room, and not provide a spare key or the passcode management staff, will receive 4 violation points.

(二)各樓層東、西邊浴室使用時間為上午9時至12時、下午3時至12時，其餘時間請至中間廁所內的浴室沐浴，違規者第一次警告，再犯者違規記4點。

The usage time of bathrooms of the floor on both sides is 9:00 A.M. to noon, and 3 P.M. to 12 P.M. Please go to the middle toilet to bath in the rest time. Re-offenders will receive 4 violation points.

#### 六、 公共安寧與安全事項 (Public Tranquility, Sanitation and Security)

(一)竊取他人財物者，違規記10點並予以退宿。

Theft, stealing others property or unauthorized use of others' items, will receive 10 violation points and been withdrawn from the dorm.

(二)違反公共安寧，於夜間十二點後喧嘩吵鬧者，經勸告而未改善者，每人違規記4點。

One being noisy after 12 P.M., after being warned and still remain the same as before, will receive 4 violation points.

#### 七、 公共衛生 (Public Health / Sanitation)

(一)在寢室內飼養動物者，違規記5點。

One raising any animals in the rooms, will receive 5 violation points.

(二)未進行垃圾分類、破壞公共浴室清潔、於飲水機傾倒食物殘渣者，違規未立即改善記2點，如再犯，另記4點。

Not doing recycling and garbage sorting, or not making public bathroom clean and tidy, or putting the food dregs on the water dispenser, will receive 2 violation points. Re-offenders will receive 4 violation points.

(三)私人物品放置於公共區而破壞整潔，經舉發後，如未依要求立即改善者，違規記2點，如再犯，另記4點。

Putting personal belongings in public area, after being reported and not improve immediately, will receive 2 violation points. Re-offenders will receive 4 violation points.

(四)於陽台曬衣服者，違規記1點並將衣服移至服委室。

Hanging/Drying clothes on the balcony, will receive 1 violation points, and the clothes will be moved to accommodation service committee (dorm office).

(五)冰箱使用未依其上張貼之規定存放者，存放之物一律丟棄。

Not using the refrigerator in accordance with the regulations, stored items will be throw away.

## 八、電器管理 (Rules for electrical devices)

(一)宿舍內使用或放置違規電器（依宿舍管理規則訂定）。違規記8至10點。

Electrical appliances listed in “Dorm Management Regulations”, 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”, 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》。

(二)冷氣遙控器於每學期的期末均需交回勝三服委室，若發現遺失或毀壞者，該寢每人各記5點。

At the end of each semester, one should turn in the remote control of air conditioner in each room to Sheng-Li 3rd Dorm Office. Those who have lost or broken the remote control will receive 5 violation points.

(三)在公共區域使用「整髮器、檯燈、電扇、收音機、音響、個人電腦、手機充電器」等私人電器者，違規記4點。

It is not allowed to plug in personal electrical goods (such as hair stylers, desk lamps, electric fans, portable radios, acoustic equipment, PCs, portable phones or chargers, etc.) in public areas. Violators will receive 4 violation points.

## 九、自修室管理 (Management of studying room)

(一)凡霸佔座位者，沒收書籍並違規記2點。

Boarder who occupied the seat will receive 2 violation points. Things left on the seat will be confiscated.

(二)隨意更換自修室之椅子，違規記2點。

Boarder who exchange chairs in the studying room will receive 2 violation points.

(三)於自修室飲食者，違規記2點。

Do not drink or eat in the studying room. Violator will receive 2 violation points.

(四)於自修室內討論、喧嘩、接聽手機者，違規記2點。

Do not discuss, chat or answer the phone in the studying room. Violator will receive 2 violation points.

(五)借用自修室冷氣遙控器者需以本人證件抵押。未於冷氣開放時間內歸還冷氣遙控器者，違

規記2點。

Boarders may borrow the remote control of air conditioner from the manager by securing their ID card to the manager. Boarder who don't return the remote control within specified time will receive 2 violation points.

#### 十、鑰匙借用 (Key borrowing)

(一)借用備份鑰匙，應出示學生證，且限 15 分鐘內歸還，遲還者依《住宿契約》第十一條酌收手續費 250 元。

Boarders may borrow spare keys from the manager by securing their ID card to the manager until the key is returned within 15 minutes. If there is any delay, the borrower will be charged in accordance with the Student Housing Contract, Article 11, with a NT\$250.00 fine.

(二)房間鑰匙需在期末離宿時歸還，未繳回者，違規記1點，並自費補打該寢室之鑰匙。

The key must be returned within check-out process. If there is any delay, boarder will receive 1 violation point and then make a copy of a key at her own expense.

#### 十一、訪客規定 (Rules for visitors)

(一)私自留宿外客與異性訪客者，違規記10點。

Visitors, who remain in the dorm during 00:00 to 08:00, will be regarded as an overnight stay. Boarder (being visited and invited) will receive 10 violation points.

(二)登記之男性訪客逾會客時間未離開，違規記3點。

Male visitors who remain in dorm during the time not for guest visiting, boarder (being visited and invited) will receive 3 violation points.

#### 十二、其他 (Other rules)

(一)重大情節影響到其他居民生活安寧者，送交學生宿舍違規審議小組審議。

Boarders, who disturb living quality in dorm will be transferred to The NCKU Student Dormitory Violations Review Committee.

(二)有違反上述各項規定之虞者，宿舍管理員或輔導員在徵得寢室一位同學同意或經副學務長以上之主管同意後，由住服組長（或值勤教官、校警）陪同下進入寢室進行了解。但遇有緊急情況，得逕行進入寢室了解與檢查，以維護宿舍安全與秩序。

Boarder, who has a sign of violation the code, the staff can enter her room under position which is over the Associate Dean of Student Affairs or one of her roommate's approval. Along with the director of Housing Service Division, the dormitory manager or the resident counselor have the right to enter boarder's room to comprehend the situation. If in an emergency, staff mentioned above can enter the room without permission.

#### 十三、違規記點名單統一由輔導員登錄。凡欲銷點者，須提報住服組。校園勞動服務每三小時可抵銷

1點，服務內容由住服組或輔導員定之。

A list of violation points will be recorded & updated by the resident counselor. Boarders must have the counselor's approval to eliminate violation points. Every 3 hours of campus service,

assigned by HSD management staff, equals to 1 point.

十四、腳踏車違規停放處理方式：腳踏車未停放於規定白線內，一律由工讀生或管理員予以放氣，並張貼「違規停車」貼紙於坐墊上。

Bicycles parking outside white lines will be deflated by the staff of dorm. An illegal parking sticker will be stick on the bicycle.

十五、冷氣使用規則(Air-conditioner rules)

(一) 冷氣以房為單位，同寢居民請自行協調電費負擔方式並推派一人繳交電費。

Air-conditioner electric fee is indicated by room. Residents who lives in same room should coordinate the fee burden way and nominate one representative to pay the electric fee.

(二) 電表抄表日(基準日)為每學期結束前一至二週，詳細時間另行訂定與公佈。

The date of electric meter transcribing (basic date) is within one or two weeks before the end of semester. The detail time will formulate and notice additionally.

(三) 應繳電費公告後，若電量抄寫有誤，請於公告二日內(遇例假日順延)，向宿舍服務人員申請更正，否則以公告之電費為準。

After air-conditioner electric fee announcement noticed, if there is any mistake on the electricity, please apply for correction to dorm staff within two days(postpone after holiday if it meets) or the electric fee which is already noticed shall prevail.

(四) 電費繳交日與詳細注意事項另行訂定並公佈。

The pay day of electric fee and more detail will formulate and notice additionally.

(五) 電費逾期未繳納，該寢所有住宿生違規記4點，並立即關閉該寢冷氣總電源，於補繳後復電。若遲遲未繳，除記點外，該寢冷氣將不再予以復電。

If the overdue air-conditioner electric fee is not paid on time after the reminder, all the residents in that room will receive 4 violation points each. Also, the mean electric power will be cut immediately and only can be recovered when finishing the overdue electric payment. In case of taking so long for not paying the electric fee, except for the violation points, the air-conditioner of that room will no more be repowered.

(六) 寒暑假留宿冷氣使用亦適用此規則，惟懲戒方式中，記點改為取消日後留宿資格。

The rule of air-conditioner is also applicable during summer and winter vacation, only the punishment will change the violation points to disqualification for stay in the future.

十六、無論下學期有無住宿資格，寒暑假未留宿者(保留原寢者除外)請依照學期末與寒暑假留宿結束前公告之規定辦理遷出與清空。未確實執行者，其遺留之物品將予以丟棄。且未留宿之床位，校方有權安排他人留宿。

No matter you have the accommodation qualification for next semester or not, the person who do not apply for staying during summer or winter vacation (except the one who can stay in her original room) should follow the rules which are announced before the end of semester or summer/winter vacation to move out and clear it. The remaining items will be throw away. And about for not-stay accommodation, school authorities have right to arrange for others to stay.

十七、 寢室財產若故障，請依規定申請修繕。

If the dorm room property is out of order, please follow the rules to apply for repair.

十八、 其他相關規定請參照國立成功大學「學生宿舍管理規則」、「學生住宿契約書」與「學生宿舍網路管理辦法」。

As other related rules, please refer to "National Cheng Kung University Dormitory Regulations", "Student Housing Contract" and "Student Dormitory Network Management Approach".

十九、 建議各寢室可相互協調訂定寢室公約，以維護個人權益與減少紛爭。

Suggest each dorm room can coordinate the dormitory convention to maintain personal rights and reduce disputes.

二十、 居住於「寧靜樓層」同學，應以隨時保持寧靜為基本義務；於晚上 12 點後寢室內關大燈；凌晨 1 點後儘量關閉網路，請居民自律自理，居民違者一旦經檢舉未改善，一次記 4 點，累積 10 點退宿；並管制爾後不得再進住「寧靜樓層」。

The one who live in "Silent Area", should keep quiet at any time as the basic obligation , close the dorm room lights after 12p.m. and close the network after 1a.m. as far as possible. Please be self-discipline, once be informed against the rules and do not improved the behavior will receive 4 violation points each, accumulated 10 violation points to withdraw from dorm and no longer be able to live in " Silent Area ".

二十一、 本公約送學生宿舍自治委員會會議通過後公佈施行，修正時亦同。

The Code shall be approved and confirmed by the Self-governed Committee of Student Dormitories to be implemented. Any amendments shall be processed accordingly.