

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 3rd Dormitory of National Cheng Kung University

99.03.17 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
106.07.26 105 學年度第 2 學期學生宿舍自治委員會會議修正通過
112.02.16 112 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 3rd 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 threw 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、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（僅供勝三住宿生）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 3 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.

二十二、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.