

國立成功大學勝利第四宿舍住宿生活公約

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102.10.03 102學年度第1學期學生宿舍自治委員會會議通過
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110.11.26 110學年度第1學期學生宿舍自治委員會通過

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第一條 國立成功大學勝利第四宿舍住宿生活公約(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》)第九條第七項訂定之。

Article 1 Code of Conduct of the Sheng-Li 4th Dormitory of National Cheng Kung University (hereinafter, "The Code") is established according to Article 9, Section 7 of National Cheng Kung University Student Dormitory Regulations (hereinafter, "The Regulations").

第二條 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", is an appendix to "The Regulations" for issues that are not stated in Article 9, Section 3, and purposed to maintain the dormitory's entire appearance and create better dormitory culture.

第三條 申請本宿舍床位者，視同同意本公約之相關規定。

Article 3 All applicants are deemed to agree with "The Code" & "The Regulations".

第四條 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、保全等)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，將加重處分。

Article 4 To maintain the dormitory's security and order, all residents should also follow the "Violation Demerit" rule. Any resident who violates "The Regulations" will be given the violation points executed by the management staff, including the dorm manager, dormitory counselor, student assistants, members of The Self-governed Committee of Student Dormitories, and security guards. The staff and members mentioned above have the right to take photos of violations for records and violators shouldn't raise any objections. The penalty will be multiplied if violators do not cooperate.

第五條 共同維護宿舍環境、秩序與安全：

Article 5 Keep the dormitory and the surroundings tidy, in order, and safe：

1. 為維護宿舍外觀，腳踏車須停放於停車格內，違者由服務人員搬至本校任一停車格，同學自行取回。

To maintain the appearance of the dormitory, all bikes must be parked in the parking zone. Otherwise, the bike will be moved to any parking zone by the dorm staff. Students have to find the bikes by themselves.

2. 同學不得在公共空間放置或吊掛私人物品(曬衣場僅限晾掛衣物)，違反者違規記4點，且其放置之物品，視為垃圾清理之，物主不得要求賠償(晾乾的衣物請盡快收回寢室，

以維護他人使用權利)。

Placing personal belongings in public areas is prohibited (only clothes in the hanging room are excepted). The violator will be given 4 violation points. Placing items will be regarded as disposal and the owner shall not request any compensation. (To protect the right of other residents, dried clothes should be collected as soon as possible.)

3. 污損公共區域或設備未主動清理、將垃圾放置於公共區域、未按規定將廚餘及垃圾分類或隨便棄置垃圾，違規記4點。

Residents who fail to maintain the cleanliness of public areas after use (littering in the public area, failing to clean the public area, and failing to dispose of garbage and leftover according to the classification) will be given 4 violation points.

4. 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，違反者記4點。

Running, yelling, screaming, making noise, dancing, playing ball, etc., in the dorm are prohibited. Any violators will be given 4 violation points.

5. 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。

To ensure the safety of the property, residents shall always close or lock the door at any time. To achieve energy efficiency and carbon reduction, residents shall always turn off the lights, electricity, and water faucet before leaving. Any resident who was found wasting water and power supply will be given 4 violation points.

6. 在簡易廚房以外地點進行炊事者，依宿舍管理規則記 10 點，並補繳交烹飪電費(一個電器酌收2000元電費)。

Cooking outside of the kitchenette will be regarded as a violation. The violator will be given 10 violation points according to NCKU Student Dormitory Regulations and have to pay the electricity fee of NT\$2,000 for each cooking appliance.

7. 宿舍門禁以學生證或宿舍臨時門禁磁卡控管。若將個人學生證、臨時門禁磁卡或寢室鑰匙借由他人使用，該住宿居民與使用者，視同違反公共安全，違規記4點；若進出時已超過訪客時間，該住宿居民與使用者視同違反訪客規定，違規記10點。

Dormitory access is controlled by magnetic doors which can be opened with certain student ID cards or temporary magnetic cards. If students lend their student ID cards, temporary magnetic cards, or dormitory room key to others, the students and the borrowers will be given 4 violation points for violating public safety. If the entry/leaving time is after visiting hours, both residents and visitors will be considered violating the rules for visitors and will be given 10 violation points.

第六條 宿舍內部公物使用規範：

Article 6 Regulation on Usage of Dormitory Common Properties：

1. 住宿同學進住宿舍時，應逐一清點核對財產卡與寢室內所有公物，如發現缺漏，需於進住當日告知管理員，如未於當日提出，則寢室財產視同與財產卡相符。

Residents shall check all the properties in the room with the asset card while checking in. If any of the properties on the list are missing or broken, residents must report to the dormitory manager on the check-in day. Otherwise, the property in the room will be deemed to match the asset card.

2. 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。

If a resident illegally reconstructs the internal phone or public phone to make free external calls or long-distance calls through illegal means, the resident will be given 10 violation points and be immediately ordered to withdraw from the dormitory. Violators are also responsible for damage compensation, as well as call charges.

3. 不當使用洗衣機、烘衣機、脫水機等設備而導致設備損壞者，須負擔損壞賠償責任，並依《宿舍管理規則》處置。

Residents who damage the facility due to improper usage will be given 10 violation points, be ordered to withdraw from the dormitory, and shall be responsible for the damage compensation or repair fees.

4. 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。為維護居住安寧，00:00~07:00禁止使用洗衣機及烘衣機。

Residents should wait in line patiently during using washing machines, clothes dehydrators, or clothes dryers. To avoid over-occupancy, users shall place their laundry baskets nearby. The next user may take the clothes out from the machine and place them into the basket in case the previous user is not around. To maintain the tranquility of the dormitory, usage of the washing machine and clothes dryer is forbidden from 00:00 to 07:00.

5. 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 leave any food on drinking fountains, sinks, or sink tables. Violators will be given 4 violation points.

6. 一樓大廳與二樓交誼廳開放時間為7:00至23:00。如遇重大災害或特殊情況，開放時間以宿舍公告為準。

1F Lobby and 2F Lounge are open between 7:00 to 23:00. Under any disasters or special situations, opening hours are subject to change according to the dormitory announcement.

7. 宿舍公共區域之公物應愛惜使用，不得私自佔用或帶走，使用完後需清理乾淨，違規者記4點，使用後造成髒亂未清潔者，須另付清潔費1000元。

Any property in public areas should be used carefully. Residents must not take away any items and should clean items and space immediately after use. Violators will be given 4 violation points. The violator will also be charged NT\$1,000 cleaning fee if any mess is found.

8. 借用備份鑰匙、磁卡、推車(僅限勝利校區使用)、背心、住宿費繳費說明卡等公共設備，應以本人證件抵押，且限30分鐘內歸還，遲還者酌收手續費250元，如延遲歸還超過一天，違規另記2點，並以日累計之。

Residents may borrow spare keys, magnetic cards, strollers (only for Sheng-Li campus), vests, and dormitory payment instruction cards with their ID cards. The items borrowed must be returned within 30 minutes. NT\$250 processing fee will be charged if the return was delayed. If the key is not returned for more than one day, 2 violation points will be given to the resident, and the points will be accumulated daily.

9. 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，違者記4點。

It is not allowed to unplug public facilities (e.g. washing machines, clothes dehydrators, clothes dryers, water dispensers, vending machines, etc.). Violators will be given 4 violation points.

10. 裸體外出(裸奔)者，以妨害風化違規記8點。

Streaking will be given 8 violation points on public indecency.

11. 偷窺他人洗澡或刺探他人隱私者，違規記10點，以退宿處理。

Residents who peep at someone in the shower room or spy on one's privacy will be given 10 violation points and be ordered to withdraw from the dormitory.

12. 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。

Residents who push the fire alarm button or intentionally adjust the CCTV thus affecting dorm security will be given 8 violation points.

13. 不在馬桶或尿桶內便溺者，以違反公共衛生違規記4點。

Residents who do not urinate or defecate in the toilet bowl will be given 4 violation points for violating public sanitation.

14. 宿舍大門以門禁管制，若忘記攜帶磁卡則應聯絡室友、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。

Dormitory access is controlled by magnetic doors. If the residents forget to bring the magnetic card, they need to contact their roommates, or friends (or staff on duty) to assist in opening the doors. Residents who intentionally pull the doors will be given 4 violation points for violating public safety. If the magnetic doors are damaged, residents are responsible for compensation.

15. 寢室冷氣電費需於公告時間、方式繳交。

(1) 寢室電費由室友自行協調分攤方式，宿舍服務人員不介入處理。

(2) 未於期限內繳交電費者，每寢每人記宿舍違規記點 2 點，得以日累計之，並依據住宿契約第九條第一款得限制宿舍設施使用(寢室用電、門禁)與控管離校手續之辦理直至繳清為止。

The electric bill for the air-conditioner of each room should be paid within the announced dates and methods.

(1) Residents should communicate with roommates regarding the payment. Dormitory staff will not interfere in negotiation.

(2) If the overdue electric bill is not paid on time, each resident in that room will be given 2 violation points, and the violation points will be accumulated daily. According to *NCKU Student Housing Contract*, those who fail to pay the bill on time will be restricted to the usage of the facilities of the dorm (e.g. the electricity of the room or the accessibility for entering the dormitory) and carrying out the procedures for departure from the University until the relevant bills are paid.

第七條 訪客：

Article 7 Visitors：

1. 若有訪客，訪客與居民應事先聯絡妥當，訪客須由本舍居民親自陪同始得進入宿舍，且訪客於宿舍逗留期間，所到之處均須由本舍居民陪同；逗留期間若無本舍居民陪同，則視為擅自進入，必要時通報該訪客所屬單位併同處理。如遇重大災害或特殊情況，訪客規定(含訪客時間)以宿舍公告為準。

Visitors should properly contact the residents before their visit. Visitors are allowed to enter the dormitory only if they are accompanied by the resident being visited at all times. Without being accompanied by the resident, visitors will be treated as trespassers. The visitor's unit will be notified. In case of any disasters or special situations, the rules for visitors (including visitor hours) are subject to change according to the dormitory announcement.

2. 訪客於宿舍停留期間，應遵守《宿舍管理規則》及本公約，違規之受(邀)訪住宿生及訪客都應究責(含記點)，必要時通報該訪客所屬單位併同處理。

Visitors in the dorm should follow "Student Dormitory Regulations" & this Code of Conduct. If there is any violation, violators (including the visitors and the residents being visited) will both be disciplined (including violation points). The visitor's unit will be notified.

3. 女性訪客(含非該棟之居民)須於00:00前離開宿舍。00:00-08:00間訪客不得逗留於宿舍內，違反則該訪客及受(邀)訪之住宿生皆記10點。

Female visitors (including non-residents of the Sheng-Li 4th dormitory) must leave the dormitory before 00:00. Keeping visitors in the dormitory between 00:00-08:00 will be regarded as a violation, and the violators and the visitors will be given 10 violation points.

4. 男性訪客：

(1) 於可申請進入時間必須由該棟居民陪同找**值勤人員**登記、著訪客背心。且除因搬運重物等事由外，不得申請進入。(學期初、學期末搬遷期間與寒、暑假期間之男性訪客時間依服委室公告為準。)

(2) 可申請進入時間：平日09:00-11:00、13:30-16:00，國定假日與例假日13:30-16:00，每次進入以 1 小時為限。男性訪客逾時未離開，記4點。

(3) 00:00-08:00男性訪客若逗留於宿舍內，訪客及受(邀)訪之住宿生皆記10點。其餘時間男性訪客若擅自進入(含未申請)者，訪客及受(邀)訪之住宿生皆記4點。

Male visitors:

- (1) Except for special cases, male visitors are not allowed to enter the dormitory. Male visitors (accompanied by the resident) shall register with the dormitory manager and wear visitors' vests. (Visitors are not allowed to enter the dormitory until further notice during the check-in and check-out period).
 - (2) If the application of the certain visitor is approved, the visiting hours are 9:00-11:00 & 13:30-16:00 on weekdays and 13:30-16:00 on weekends. Each entry is limited to 1 hour, a male visitor will be given 4 violation points if he fails to leave by that time.
 - (3) Keeping visitors in the dormitory between 00:00-08:00 will be regarded as a violation, and the violators and the visitors will be given 10 violation points. If the male visitors enter the dormitory without authorization from the dormitory office, the residents and the visitors will be given 4 violation points.
5. 宿舍嚴禁攜帶訪客進入洗澡，違規之受(邀)訪住宿生及訪客違規記8點。
Residents are not allowed to bring visitors to take a shower in the dormitory. Violators and the residents being visited will be given 8 violation points.
 6. 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。
Students who violate the visitor rule in other dormitories will be given the same disciplinary punishment as the residents in those other dormitories.

第八條
Article 8

床位管理：

Accommodation Management

1. 床位不得頂讓或買賣、未經申請不得提前進住、不得私自互換寢室，違者依《宿舍管理規則》處置。
Accommodation trade is strictly prohibited. Any accommodation buying, selling, moving in without prior application, and exchanging rooms without application is not allowed. Disciplinary action according to the "Student Dormitory Regulations" will be taken against the violation of this article.
2. 住宿資料卡：
 - (1) 住宿生應於進住當日繳交資料卡。
 - (2) 資料填寫不實、照片不符合規定、電話非台灣門號，視為資料未齊全。
 - (3) 未按時繳交資料卡、資料未齊全者應於進住後3日內儘速補齊資料(該學期入學之境
外新生得延長期限至3週)，遲交一天違規記2點，並得以日累計之。
 - (4) 資料如有異動者，須儘速至服委室更正。

Resident Information Card：

 - (1) Residents should submit the resident information card during the check-in day.
 - (2) If the residents fill out incorrect information, not Taiwan local phone numbers, or upload photos that do not meet the requirements, the information cards are incomplete.
 - (3) Those who do not submit resident information cards or with incomplete information should submit the required document within 3 days after check-in. (Deadline for the international students who enrolled in the current semester will be extended to 3 weeks). For any later submission, 2 violation points per day will be given and accumulated daily.
 - (4) For updating the information, please contact the dorm office as soon as possible for the correction.
3. 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點並限期改善；如未於期限內改善者，另記2點，並得以日累計之。如影響他人住宿權益者，佔用物品視同廢棄物，將由服委室強制清除，並加收清潔費1000元。
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 the occupied furniture within the designated date. The residents will be given an additional 2 points per day for delaying the recovery after the announced date. In case the behavior infringes on other residents' accommodation rights, the management staffs have the right to dispose of the occupying items and a cleaning fee of NT\$1,000 will be charged.
4. 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。
When conflicts caused by different habits occur, residents should communicate with each other. However, if the coordination cannot be executed after the counselor's intervention, the resident may be reassigned to another room.

5. 為避免單一寢室一人獨自住宿，造成住宿分配不均及資源之浪費，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 uneven 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 with 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 according to "Student Dormitory Regulations".

6. 如因個人生活習慣不良(如髒亂、臭味、霸佔室友家具或空間)而影響他人同注意願，經管理員確認屬實，記4點並限期改善；如未於期限內改善者，另記2點，並得以日累計之。若改善情形不佳，住服組得視情況調離原寢。

If the resident's personal bad habits (dirty, smelly, or occupying roommate's furniture and spaces) had affected others' willingness to stay in the same room, the resident will be given 4 violation points after confirmation by the dormitory manager. Improvement must be made within the designated date, or 2 violation points will be given for each day of delay. If necessary, Housing Service Division shall reassign the room if the improvement is not as expected.

第九條 普查規定：

Article 9 Accommodation Census

1. 住宿生應於公告期限內完成普查。未進住及未完成普查者，以退宿處置，取消住宿資格，且仍須繳交佔用床位之住宿費。

Residents should complete the accommodation census within the announced period. Students who do not check in the dorm and complete the accommodation census will have their accommodation assignment canceled, and be withdrawn from the dorm, however, the accommodation fee will still be charged.

2. 逾期普查者，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。

For any delay of the accommodation census, residents will be given 1 violation point for each day, and the violation points will be accumulated daily, up to a maximum of 5 violation points.

3. 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。

To maintain the living quality and security of the dorm, residents should cooperate with the management staff on entering the room, confirming the dormitory asset, and checking whether there is any violation of "The Regulations" during the census.

第十條 簡易廚房使用與管理：

Article 10 Kitchenette Use & Management

1. 本宿舍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（僅供勝四住宿生）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 4 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.

2. 廚房開放時間為每週四16:00-22:00，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.

3. 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.

4. 櫥櫃：

(1) 櫥櫃只得放置以下物品：

- 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。
- ② 餐具：碗盤、叉子、筷子、湯匙。
- ③ 刀具：刀及砧板。
- ④ 清潔用品：洗碗精、抹布、菜瓜布、刷子。

(2)其他物品(如食品或調味料等)，一律存放於個人寢室。

Cabinets：

(1) Items can be placed in the cabinets

- ① 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 Tableware： Plates, bowl, fork, chopsticks, spoon
- ③ Cutting ware： knife and chopping board
- ④ Cleansing tools： dishwashing liquid, cloth, scouring pad, scrub brush.

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

5. 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) Cooker, oven, toaster, coffee machine, juice machine below 1000W.

(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.



6. 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.

7. 依使用者申請之個人使用次數，配合排班清潔，以確實維護廚房整潔，當次使用完畢後，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 schedule their cleaning shift based on their available time to 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.
8. 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，一律沒收，其物品所有者記4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, and the owner will be given 4 violation points. If kitchenette users are found to violate the regulation again, 10 violation points will be given, and be ordered to withdraw from the dormitory.
9. 放在冰箱內的食物一律要放在有加蓋且密封之保鮮盒裡，而且其長寬高總和不能超過70cm。飲料、果醬須為未開封或完全密封，且只得放置於冰箱最下層。所有保鮮盒和容器須清楚標明房號、學號、姓名。違規者需繳交行政手續費250元/每項違規物品，對於壞掉與違反上述規定之食物和飲料，將視同廢棄物處理，使用同學不得異議，無法配合者請勿使用冰箱。
Food in the refrigerator must be stored in a sealed container and the sum of its length, width and height shall be less than 70cm. Beverage and jam must be sealed, and can only be placed on the lowest level of the refrigerators. All the containers must be clearly labeled with “Room No.”, “Student ID No.” and “Name”. Violators will be charged a processing fee of NT\$250 for any violation items. Food and beverage that have rotten or are against the rules above shall be disposed of as waste, users shall not raise any objection. Residents who are not able to cooperate with the regulation are strongly advised not to apply for refrigerator usage.
10. 冰箱將於每週四養護時間清空，同學需於每週三以前將個人物品食用完畢或自行清空。於養護期間，放置冰箱之物品將視為廢棄物處理，違規者需繳交行政手續費250元/每項違規物品。冰箱內物品服委室不負保管責任，無法配合者請勿使用。
All the items in the refrigerators should be cleared during maintenance hours every Thursday. All users should remove their items by Wednesday; else all items in the refrigerator will be treated as a disposal. Violators will be charged a processing fee of NT\$250 for each violation item. The dorm office has no custodial responsibilities for the items placed in the refrigerator. Residents who are not able to cooperate with the regulation are strongly advised not to apply for refrigerator usage.
11. 廚房A組申請人數必須達到該棟宿舍總床數10%以上，才得以使用開放簡易廚房。申請人數不足時，可向鄰近宿舍管理員申請使用該棟廚房。廚房使用者需依程序申請使用（含冰箱與櫥櫃）。
The kitchenette will be available only if the number of kitchenette applicants (Category A) reached 10% of the maximum capacity of the dormitory. If applicants fail to reach the percentage, residents may apply to use the kitchenette in the neighboring dormitory. The kitchenette users should follow the procedures to apply for kitchenette use (including refrigerators and cabinets).
- (1) 申請流程為：
- ① 填寫線上申請單。
 - 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。
 - 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。
- Application Procedures :

- ① Complete the online application.
- ② Register (a 2-inch color photo required) and schedule the cleaning shift within the announced period.
- ③ Register with the dorm manager for cabinets. Disciplinary action according to the relevant regulation will be taken against the violation of any of the rules above.

(2) 廚房使用者分組如下：

A 組-可使用所有廚房設施，可於廚房烹飪食物。

B 組-僅使用冰箱，無任何烹飪行為。

Kitchenette usage is categorized into 2 categories：

Category A – Access to all facilities in the kitchenette is permitted and be allowed to cook in the kitchenette.

Category B – Only access to the refrigerator is permitted. Cooking in the kitchenette is prohibited.

(3) 非 A 或 B 組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 neither a user of Category A nor B is not allowed to use the kitchenette. Violators will be charged a processing fee of NT\$250, and 5 violation points will be given.

(4) 廚房申請 B 組，但於廚房烹飪者，需繳交 250 元行政手續費，並記宿舍違規 5 點。Kitchenette users in category B who cook in the kitchenette will be charged a processing fee of NT\$250, and 5 violation points will be given.

12. 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 6 週以上無法執行清潔排班者，則須取消使用廚房。

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 6 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.)

13. 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。申請與使用注意事項：

The Kitchenette cabinets are for kitchenette users only. Any resident who hasn't applied for

kitchenette usage is prohibited to use the cabinet. 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 contact the dormitory manager and place the electric appliance in the storage room. However, the Dorm office has no custodial responsibilities for the items placed in the storeroom.

14. 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 A 或 B 組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 neither category A nor B 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) 廚房申請 B 組，但於廚房烹飪者，除需繳交 250 元行政手續費，另記宿舍違規 5 點。

Kitchenette users of category B are not allowed to cook in the kitchenette. Violators will not only be charged for NT\$250 processing fee, and also be given 5 violation points.

- (4) 未依規定操作公用電器

Incorrect usage of public electric utensils as the regulation suggested.

- (5) 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.

- (6) 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.

- (7) 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.)

- (8) 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.

- (9) 完成烹調後，佔用插座保溫。

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

- (10) 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.

- (11) 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.

- (12) 違反冰箱使用規定。

Violates the regulations of the refrigerator.

15. 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。

To prevent the clogging of the water pipes in bathrooms and toilets, kitchenette users are not allowed to wash their cooking utensils (including the inner pot of the rice cooker and the plate of the oven) outside the kitchenette. All cooking utensils are not allowed to be taken out of the kitchenette.

16. 30日內總計違規次數達十五次，即公告後關閉廚房一周。

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

17. 取消廚房使用資格：

- (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。
- (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。
- (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。

Apply for cancellation：

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

18. 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.

第十一條 為維護住宿安全，寢室門禁止加裝小鎖，違者以破壞公物處置記5點，且需負責修復至原狀或賠償修理費用。

Article 11 To maintain dormitory safety, any extra lock on the door is forbidden. Violators will be given violation points for making damage to dormitory property or facility. Violators must have the property repaired and restored to its original state or a compensation payment shall be made.

第十二條 所記違規點數在住宿期間將累計(跨學期跨學年)，累計點數10點以上者，以退宿論，且不得再申請住宿。

Article 12 Violation points will be accumulated during the accommodation period (over academic semesters & academic years). Residents who were given 10 or more violation points will be ordered to withdraw from the dorm and no longer be eligible for on-campus accommodation applications.

- 第十三條 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，校園替代服務每3小時銷1點，服務內容由住宿服務組或輔導員定之。
- Article 13 Eliminating violation points required the resident counselor's approval. Elimination of 1 violation point requires 3 hours of labor service. The assignment of labor service is assigned by Housing Service Division.
- 第十四條 臨時房安排與使用規則：境外生如因航班因素無法於上班時間辦理進住，由住服組安排臨時房予當日抵達宿舍的同學暫時住宿。凡領取臨時房鑰匙(含接待義工代領鑰匙)之同學，必須於隔日(如遇假日則順延下個工作天)中午前歸還鑰匙、完成離宿清點、繳交電費(電費每人50元/日)。如未於期限內完成上述手續，將依宿舍相關規定處置。
- Article 14 The arrangements and regulations for temporary rooms: Housing Service Division will arrange a temporary room for foreign students who are unable to check in during office hours due to reasonable issues (e.g. flight issues). Students (including 'buddy') who claim the temporary room key should complete the check-out procedure for the temporary room on the next working day (before noon). Check-out procedures include: Payment of the electricity bill of NT\$50 per person/day, Clearing of the temporary room, and returning the temporary room key. Students who fail to complete the procedure will be disciplined according to relevant regulations.
- 第十五條 電器
- Article 15 Electrical Appliances
1. 宿舍內只能使用或放置符合《宿舍管理規則》規定之電器(含延長線)，且必須具有中華民國電器檢驗合格標章(CI mark)，並清楚標示規格。規格標示不清或電線外露等有安全疑慮之電器，視同違規電器。
Only electrical appliances (including extension cords) that meet the requirements of *NCKU Student Dormitory Regulations* can be used or placed in the dormitory. All appliances shall be certified and registered by the BSMI and bear a valid Commodity Inspection Mark (CI mark) with a specifications label. Electrical appliances with safety concerns such as an unclear specification label or wire exposure will be considered illegal electrical appliances.
 2. 如因住宿生攜帶之電器造成宿舍電路、設備損壞，或影響公共安全者，須由住宿生全額賠償，並負擔法律責任，且另依《宿舍管理規則》記點處置。
If there is any short circuit and damaged facility resulting in public safety caused by a resident's electrical appliance, the resident shall take responsibility and pay compensation for the damages. The resident shall be given violation points according to *The Regulation*.
 3. 除簡易廚房可放置與使用合於規定之烹飪電器之外，其餘電器需放置於個人寢室。
Only approved cooking utensils can be placed and used in the kitchenette. Other electrical appliances should be placed in the room.
 4. 以下電器必須事先申請，並經由住宿服務組同意後，方能於宿舍使用或放置：冰箱、個人行動載具。未事先申請視同違規電器。
Residents shall apply for permission from Housing Service Division in advance before placing the following items in the room: refrigerator and personal electrical vehicle. Without approval, the electrical appliances will be considered illegal electrical appliances.
 5. 於宿舍內使用或放置違規電器，依《宿舍管理規則》處置。
The resident who uses or places illegal electrical appliances in the dormitory shall be disciplined according to *NCKU Student Dormitory Regulations*.
 6. 為維護宿舍安全，宿舍內插座僅允許外接一條延長線，並嚴禁串接延長線，違者記4點。
To maintain dorm safety, only one extended line is allowed for each socket. An extended line is not allowed to connect with another one. Violators will be given 4 violation points.
- 第十六條 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。
- Article 16 The Regulation is approved and confirmed by The Self-governed Committee of Student Dormitories. Any amendments shall be processed accordingly.

*本公約中英對譯如有差異，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.*