

國立成功大學 勝利第六宿舍 住宿生活公約

Code of Conduct of the Sheng-Li 6th 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通過

100.5.30 99 學年度第 2 學期學生宿舍自治委員會通過

101.6.6 100 學年度第 2 學期學生宿舍自治委員會通過

102.10.03 102 學年度第 1 學期學生宿舍自治委員會通過

103.12.24、104.01.05 103 學年度第 1 學期學生宿舍自治委員會通過

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- 一、國立成功大學勝利第六宿舍住宿生活公約(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。

Code of Conduct of the 6th Sheng-Li 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。

The Code, under the hypothesis of not being related to any personal benefit, is an appendix to The Regulations for issues not covered in Article 9, Paragraph 3, and has the purpose of maintaining the dormitory entire appearance and creating better dormitory culture.

- 三、申請本宿舍床位者，視同同意本公約之相關規定。

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

- 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 addition to the processing fee and fine listed in the National Cheng Kung University Housing Contract (hereinafter, the Housing Contract), to maintain the dormitory's security and order, all boarders should also follow the “Violation Demerit” rule. Any boarders who violate the regulations will receive the violation demerit executed by the management staffs, including the dorm manager, resident counselor, student assistants, and members of Self-governed Committee of Student Dormitories. The mentioned staffs and members have the right to take photos of violations for records and violators cannot disobey. Violation Demerits will multiply if violators are not cooperative with correction.

- 五、共同維護宿舍內、外部環境：

Keep dormitory surroundings clean：

- (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 the appearance of dormitory, all bikes should be parked in the parking zone. Any bike that against the rule will have its tires deflated. For serious violation, his/her bicycle will be locked up with a metal chain or stored in an assigned place. Bike owners may reclaim their bike from the dorm manager during a specified period of time.

- (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、陽台等公共空間放置或吊掛私人物品，曬衣間及頂樓僅供晾掛衣物使用；各寢室門口得允許置放鞋架(櫃)，鞋

子應整齊放置在鞋架上。違反上述各項者以違規記 4 點，且其放置之物品，視為垃圾清理之。
(放置標準如附件一)

Boarders should not place or hang any personal items in the public areas (such as the lobby, basement, staircase, hallway, bathroom, toilet, pantry, lounge, balcony, etc.) The clothesline area and rooftop are for air drying clothes only. Shoe cases or shelves are permitted to be placed outside of each room, but shoes must be placed neatly inside the shoe cases or on the shoe shelves. Any violator will receive 4 violation points, and incorrectly placed items will be discard as garbage (placing criteria is shown in the attachment 1).

- (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，違規記 4 點。

Those, who leave garbage in public areas, and do not clean up spilled food or drink in public areas immediately, or damage the floor due to improper action, will be given 4 violation points.

- (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。

Those, who do not separate garbage correctly or discard the garbage casually, will receive 4 violation points.

- (五) 平時同學行動音量應降至最低，寢室內與公共區域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。上述各項若經他人反應或勸告而未改善者，違規記 4 點。

Boarders should always keep the noise level to a minimum. It is not allowed to run, yell, scream, make noise, dance or play ball, etc., in rooms or in public areas, at any time. After 11:00PM and before 8:00AM, it is also not allowed to speak loudly and move anything or use any tools/machinery which will make noise. If any boarders do not stop making noise after being asked or advised to do so, he or she will receive 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。

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

- (七) 除簡易廚房可放置與使用合於規定之烹飪電器外，宿舍內不可使用或放置違規電器，違反者依《宿舍管理規則》處置。

The boarders are allowed to install or put the electrical cooking appliances that are complied with the regulations only in the kitchenette. Apart from this, the boarders are not allowed to install or put any electrical appliances against the regulation. Violators will be disciplined in accordance with "Student Dormitory Regulations".

- (八) 在簡易廚房以外地點進行炊事者，記 10 點，以退宿處置。

For those, who cook anywhere outside the kitchenette, will receive 10 violation points and be ordered to withdraw from the dorm.

六、宿舍內部公物使用規範：

Public Property Usage Rules in the Dormitory

- (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。

Upon entering the dormitory, boarders should receive an information card from the management staff. Please check all items of the public property one by one and return the information card back to the management staff after filling it out completely. If any of the public property in the list is missing, boarders must report to the dormitory manager immediately.

- (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。

If a boarder illegally reconstructs the internal phone or public phone, so that makes free external calls and long distance calls through illegal means, the boarder will receive 10 violation points and

be immediately ordered to withdraw from the dormitory. Violators are also responsible for damage compensation, as well as call charges.

- (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。

Boarders shall use washing machines, tumble dryers, whizzer, etc. with care. A boarder who damages the equipment on purpose will receive 10 violation points, be ordered to withdraw from the dormitory and shall be responsible for the damage compensation or repair fees.

- (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。

Boarders should wait in line patiently during using washing machines, tumble dryers or whizzers. To avoid over-occupancy, users should carry their own laundry baskets, which should be placed nearby, and thus the next user can take the washed or dried or dewatered clothes out from the machine, placing them into the laundry basket in case the person concerned is not around.

- (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 leave any food on drinking fountains, sinks or sink tables. Violators will receive 4 violation points.

- (六) 交誼廳開放時間為上午 7:00-晚上 11:00。電視機(含遙控器)，請同學愛惜使用，勿任意破壞或帶走，違反者若經勸告或他人檢舉而未改善，違規記 4 點。

Lounge opening hours: daily 7:00AM ~ 11:00PM. Every boarder should handle the TV (including the remote control) with care. Not to damage or take it away arbitrarily. Violators will receive 4 violation points.

- (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。

Chairs & tables in public areas should be cleaned & returned to their original place immediately after use. Cleaning utensils, mirrors, scales, books, magazines & newspapers, etc. should be used carefully. Boarders who take them away for personal use will receive 4 violation points, and boarders who did not clean after use and lead to dirty will be responsible to cleanup and given 4 violation points.

- (八) 借用備份鑰匙和磁卡，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，得申請以校園服務替代，如延遲歸還超過一天，違規另記 2 點，並以日累計之。

Boarders may borrow spare keys and magnetic cards from the manager by securing their ID card to the manager until the key is returned within 30 minutes. The management staff will accompany boarders if boarders did not carry their ID card with them. 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. The fine can be substituted with campus services. If the key is not returned for more than one day, the borrower will receive 2 violation points, and the points will be accumulated 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；公共區域插座嚴禁私接個人電器（如吹風機、檯燈、電扇、小型收音機、音響、個人電腦、行動電話充電器等）使用，如經發現者，違規記 4 點。

It is not allowed to unplug public facilities, such as washing machines, whizzers, tumble dryers, drinking fountains, and vending machines, etc. It is not allowed to plug in personal electrical goods (such as hair dryers, desk lamps, electric fans, portable radios, acoustic equipment, PCs, portable phones or chargers, etc.) in public areas. Violators will receive 4 violation points.

- (十) 裸體外出(裸奔)者，以妨害風化違規記 8 點。

Any streaker will be accused of public indecency and will receive 8 violation points.

- (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。

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

(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。

Boarders, who push the fire alarm button or intentionally adjust the CCTV thus affecting dorm security, will receive 8 violation points.

(十三) 不在馬桶或尿桶內便溺者，以違反公共衛生違規記 4 點。

Boarders, who do not urinate or defecate in toilet, will be accused of violating the public sanitation and will receive 4 violation points.

(十四) 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 the magnetic doors. If the boarders forget to bring their magnetic card, they need to contact their roommate, or friend (or staff on duty) to assist in opening the doors. Pulling the doors forcefully will be penalized for 4 violation points, in the charge of violating public safety. If the magnetic doors are damaged, boarders are responsible for compensation.

(十五) 寢室電費需於公告時間、地點繳交。欠繳冷氣費經催繳後仍未於期限內補繳者，該寢每人違規記 2 點，得以週累積之，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）與控管離校手續之辦理直至繳清為止。

Air-conditioner electric fee per room should be paid within the announced dates and places. If the overdue air-conditioner electric fee is not paid on time after the reminder, all the boarders in that room will receive 2 violation points each, which the violation points will be accumulated weekly. Additionally, in accordance with Article 9, Paragraph 1 of the Housing Contract, violators will be restricted to the usage of the facilities of the dorm (for instance, electricity of each room) and the procedure of school departure will not be allowed till the relevant fee has been paid.

七、訪客：

Rules for Visitor

(一) 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。

Visitors should properly contact the boarder before their visit and can enter the dormitory only when accompanied by the boarder being visited at all time. Without being accompanied by the boarder, visitors will be treated as trespassers. The visitor's unit will be notified to take care of the situation, if necessary.

(二) 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, the visitor, as long as the resident will both be disciplined (including getting the violation points), and inform the visitor's unit to deal with the situation when necessary.

(三) 男性樓層：訪客須於夜間零時前離開男性樓層，夜間零時至八時，訪客若逗留於男性樓層，均視同留宿事實，違規記 10 點，以退宿處置；該訪客通報所屬單位併同處置

Male floor: Visitors should leave the male floor before 00:00. Visitors, who remain in the male floor during 00:00 to 08:00, will be regarded as an overnight stay. Boarder (being visited or inviting) will receive 10 violation points, and be withdrawn from the dorm. The visitor's unit will be notified to deal with the situation.

(四) 女性樓層：訪客須於夜間零時前離開女性樓層，夜間零時至八時，訪客若逗留於女性樓層，均視同留宿事實，違規記 10 點，以退宿處置；該訪客通報所屬單位併同處置。

Female floor: Female visitors should leave the female floor before 00:00. Visitors, who remain in the female floor during 00:00 to 08:00, will be regarded as an overnight stay. Boarder (being visited or inviting) will receive 10 violation points, and be withdrawn from the dorm. The visitor's unit will be notified to deal with the situation.

(五) 女性樓層：任何時間無該層女性居民陪同的情況下，男性訪客均不得擅自逗留於女性樓層；違反者記 10 點，以退宿處置。(依據 100-2 勝六舍訪客問卷結果訂定。)

Female floor : Male visitors are not allowed to stay in the female floor without accompanying female boarder of that floor at any time. Violators will receive 10 violation points, and be withdrawn from the dorm. (Legislated in accordance with the results of 100-2 Sheng-Li 6 visitors questionnaire)

- (六) 女性樓層-早上八時至夜間零時前：男性訪客在該層女性居民陪同的情況下，僅能於 A 區域活動(如附件二圖示)。無論是否有女性居民陪同，男性訪客不得逗留 A 區以外之區域(含生梯)；違規之受(邀)訪住宿生及訪客記 10 點，以退宿處置。(依據 100-2 勝六舍訪客問卷結果訂定。)

Female floor – From 08:00 to 00:00 : Male visitors are not allowed to stay in female floors except with the accompany by female boarder, male visitors are only allowed to stay in area A (see Attachment 2). Male visitors should leave the female floor before 00:00, no matter whether been accompanied by female boarder or not. Visitors, who remain in the female floor during 00:00 to 08:00, will be regarded as an overnight stay. Boarder (being visited and visiting) will receive 10 violation points, and be withdrawn from the dorm. The visitor's unit will be notified to deal with the situation.

- (七) 如遇特殊情形，男性訪客欲至女性樓層非 A 區域，必須事前先徵求宿舍管理人員同意後，至服委室報備。

Under special circumstances, male visitors will have to ask for permission to enter the non-A area from dormitory management staff in advance and report to Sheng-Li 6th Dorm Office.

- (八) 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；該訪客通報所屬單位併同處置。

Boarders are not allowed to bring visitors to take a shower in the dorm. Violators (including the visitor and the resident) will receive 8 violation points ; The visitor's unit will be notified to deal with the situation.

- (九) 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 dorms will receive the same discipline of that dorm resident.

八、床位管理：

Accommodation Management

- (一) 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, including buying, selling, and exchanging rooms privately, or moving in without application are not allowed. Violators will be disciplined in accordance with "Student Dormitory Regulations".

- (二) 未按時繳交資料卡(含照片)、廚房資料卡(含照片)等各項住宿所需資料者，經催繳後應於限期內補繳；自公告之期限算起，遲交一天違規記 2 點，並得以日累計之。

A boarder, who do not submit a resident information card (with photo), kitchenette information card(with photo), and/or other required information after being reminded, will receive 2 violation points for each day of delay after the announced deadline and the violation point will be accumulated daily.

- (三) 一位同學只得使用一套傢俱(含桌椅、衣櫃、床鋪等)，不得佔用其他傢俱，私自佔用者違規記 4 點並限期於一週內改善；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。

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 within one week. For any delay, boarders will receive 2 violation points for each day, and the violation points will be accumulated daily. If invade other boarders' right of housing, dorm office will discard the personal belongings that occupy other furniture as litter, the compulsory removal shall be carried out, and the violator will be charged with a NT\$1000 cleaning fee.

- (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。

Communicating with each other and tolerance is one of the most important elements in community life. Conflicts caused by different living habits can be reconciled through communication with truth and candor among roommates & floor mates. However, if inefficient communication occurs, or the situation remains unsolved after the resident counselor's intervention, the boarders may be reassigned to another room.

- (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 boarder living alone in the dormitory, causing the uneven of accommodation distribution and the waste of resource, the Dorm Office may make adjustment to the accommodation distribution. The boarder must cooperate to the adjustment of room, finish the check-out process in time, and return the key. Any violator will be regarded as incompleteness of the check-out process, and will be disciplined in accordance with "Student Dormitory Regulations".

九、 普查規定：

Accommodation Census

- (一) 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。

Boarders should complete the dormitory census within the declaration period. Students who do not move into the dorm, or do not take part in the dormitory census will have their accommodation assignment cancelled, be withdrawn from the dorm, and still have to pay the accommodation fee.

- (二) 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 dormitory census, boarders will be disciplined with 1 violation points for each day, and the violation points will be accumulated daily, up to a maximum of 5 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。

In order to maintain the living quality and security of the dorm, boarders should cooperate with the management staff on entering the room and checking that there is no violation against the regulations during the census.

十、 簡易廚房使用與管理：

Kitchenette Use & Management

- (一) 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（僅供勝六住宿生）需依規定完成申請與維護廚房及各項設施，並由宿舍幹部及廚房督導員進行督導與管理。

Considering boarders' needs and convenience of meal preparation, as well as keeping the regulation regarding the prohibition of cooking in rooms or in public areas, kitchenettes have been set up in this building. To ensure the safety of facility usage and the preservation of dormitory environment and to realize student autonomy, users (Sheng-Li 6 boarders only) should follow the rule to complete application and maintain each facility in the kitchenette, which will be supervised by the dormitory staff and kitchenette's inspectors.

- (二) 廚房開放時間為每週一 16:00-22:00，週二至週日 6:00-22:00。

The opening hours of the kitchenette are 16:00-22:00 for Monday and 6:00-22:00 for Tuesday to Sunday.

- (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 are posted in the kitchenette. To maintain the appliances in a safe & good condition, users should follow the instructions when using the appliances equipped in the kitchenette. For any damage resulting from improper operation, the user shall be responsible for compensation.

- (四) 簡易廚房內除烹飪電器用品及冰箱內食材外，其私人烹煮相關的物品（如碗盤、刀具、調味料等）都應放置在各人的寢室。
Only electrical cooking appliances and food in the refrigerators can be stored in the kitchenette. Other personal items (such as bowls, plates, dining ware, cutting ware, seasoning, etc.) must be placed in the bedroom.
- (五) 本廚房僅能使用電鍋、冰箱、烤箱、微波爐、烤麵包機、咖啡機、果汁機，且必須為國家標準檢驗合格之電器。自行於廚房加裝或使用非上述電器或烹飪用具者，記 8 至 10 點。
Only CSI standard electric cookers, refrigerators, ovens, microwaves, toasters, coffee machines and blenders may be used in the kitchenette. Students who place or use any appliance not listed above will receive 8-10 violation points.
- (六) 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。
It is not allowed to deep fry, fry or stir fry any food in the kitchenette. Violators will receive 5 violation points.
- (七) 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。違反者依本條十四款處置。廚房督導員負責檢查清潔狀況，並定期回報管理員，作為日後廚房管理改進之依據。
Users should arrange the cleaning shift based on their frequency of use to maintain the cleanliness of the kitchenette. After using the kitchenette, users should put their items and electric appliances in order immediately and make sure that the kitchenette is properly clean. Food waste & garbage (including those are on the counter and are in the sink) must be disposed immediately to prevent the sink clogging and keep cockroaches, rats, mosquitoes and insects away from the kitchenette. Violators will be disciplined in accordance with Item 14, Article 10 in “Code of Conduct of Sheng-Li 6th Dormitory”. Kitchenette inspectors are in charge of inspecting the kitchenette cleanliness, and report it to the dorm manager regularly as a reference for improvement and management in the future.
- (八) 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。
The porous sockets and extension cords are not allowed in the kitchenette. If any are found by the management staff, the sockets and cords will be seized, and the owner will receive 4 violation points. If boarders are found using porous sockets or extension cords for the second time, they will receive 10 violation points and be withdrawn from the dorm.
- (九) 放在冰箱內的食物一律要放在保鮮盒裡，而且其尺寸不能超過 235mm×170mm×75mm。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。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 container, which is not bigger than 235mm × 170mm × 75mm. Beverages and jam have either not been opened, or sealed, and can only be put on the lowest level of the refrigerators. All the containers must be clearly labeled with Room No., Student ID No. and Name. Food or beverages that have rotten or are handled against the above mentioned rules will be discarded as litter, and users can not cast doubt on it. For boarders who cannot accept the rules, please do not use the refrigerators.
- (十) 冰箱將於每週一養護時間清空，同學需於每週日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。冰箱內物品服委室不負保管責任，無法配合者請勿使用。
Refrigerators will be emptied and cleaned out during Maintenance Hours on Mondays, and boarders must finish eating or emptying the food before Sundays. During the maintenance hours, all items in the refrigerator will be discarded as litter. The dormitory office is not in charge of securing the items in the refrigerators. For boarders who cannot accept the rules, please do not use the refrigerators.
- (十一) 廚房申請人數必須達到該棟宿舍總床數 10% 以上，才得以使用簡易廚房。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、壁櫥與櫥櫃）。

Number of kitchenette applicants must reach more than 10% of the total number of beds then the kitchenette is open for usage. Otherwise, residents may apply to the dorm manager of the neighboring dormitory building for kitchenette use. The kitchenette users should follow the procedures to apply for kitchenette use (including refrigerators, cupboards and cabinets).

1. 申請流程為：一、填寫線上申請單。二、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。三、向管理員登記壁櫥及櫥櫃。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。

Procedures: (1) complete the online application. (2) Register (a 2" colored photo required) within the announced period and have clean-up shift according to frequency of use (3) Register to the dorm manager for cupboards and cabinets. Boarders who fail to realize any duty mentioned above will be disciplined in accordance with the regulations.

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。

Two category of the applicants:

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

Category B – Access to the refrigerator only.

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 not either category A or B user will not be allowed to use kitchenette. Violators will be charged with a NT\$250 administration fee, and will receive 5 violation points.

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。

If boarder of category B cooks in the kitchenette, the boarder will be charged with a NT\$250 administration fee, and will receive 5 violation points.

- (十二) 申請使用廚房者需至勝六服委室向管理員排定清潔班表，並全程駐留於廚房內，注意廚房的清潔且執行清潔。

Boarders, who apply for kitchenette use, must go to Sheng-Li 6 dorm Office to arrange their clean-up shift schedule. Users should stay in the kitchen during the scheduled time, do the cleaning work properly, and pay attention to the surroundings.

1. 每位使用者一週至少須排班一次。需清理範圍為：流理台、洗手槽、公用電器(冰箱、電鍋、微波爐及烤箱)、壁櫥、櫥櫃及桌子。詳細排班方式依服委室公告為主。

Every user should have a shift at least once a week. The areas that need to be cleaned, including sinks, public appliance (Refrigerators, Rice cookers, Microwaves, Ovens, and Toasters) cupboards, cabinets, and tables. The specific rules of clean-up shift depend on the bulletin posted.

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 the change of shift 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 in the case when they couldn't carry out the 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之情形，視為未依排班時間清潔。

(1) 檢查當下，廚房是處於完全乾淨狀態。

(2) 檢查當下，同學正在清潔。(如同學同時正在烹飪，視同未執行清潔工作)

The standard inspections for cleaning the kitchenette are as follows. If the situation does not reach at least one of the following requirements, the user will be regarded as failure to carry out their duties on the designated schedule.

- (1) While inspection, the kitchenette should be in the status of totally cleaned.
- (2) The users are operating the cleaning while inspection. (For the users who cook during the designated cleaning time will be regarded as not completing the duties.)

(十三) 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或壁櫥；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：

Only the residents who have applied for kitchenette usage have the qualification of using cupboards or cabinets; those who have not applied for kitchenette use cannot apply and use the cupboard or cabinet.

1. 居民必須至 109 服委室登記才能使用廚房櫥櫃與壁櫥，先登記者可先選位置。
Residents must register at Room 109 in order to use the cupboard or cabinet in the kitchenette. Application and choosing the cabinet are processed on a First-Come-First-Served basis.
2. 櫥櫃與壁櫥只得放置電鍋、烤箱、烤麵包機、咖啡機、果汁機等，每個電器必須標示清楚與完全標示「房號」、「學號」、「姓名」。非運作中之電器應妥善放置於櫥櫃內。其他物品(如餐具、食品或調味料等)，一律存放於個人寢室。如居民未於公告期限領回不合格之物品，服委室將以廢棄物處理。

Cupboards and cabinets are for rice cooker, oven, toaster, coffee machines, and blender; each of them should be labeled clearly with the owner's Room No., Student ID, and Name. Non-using appliances should be put in the cupboards or cabinets. Other items (such as utensil, food or seasoning) should be stored in the bedroom. If residents do not take back non-qualified items within posted deadline, dorm office will discard them as litter.

3. 使用櫥櫃與壁櫥需保持清潔與衛生，如因未依規定清潔或擺放除上述電器之外的物品，服委室得收回使用權，該位居民需於 1 日內搬離所屬物品。

Residents must maintain the cleanliness and hygiene of the cupboards and cabinets; anyone who fails to do the cleaning, or put the appliances that are not listed above, will be cancelled the right of usage by the Dorm Office, and the resident has to empty his or her personal belongings within 1 day.

4. 離宿清點時請將個人物品移走。若辦妥離宿仍有任何物品在本廚櫃未清空，則視為廢棄物處理。

Users must remove personal items during the check-out process. If any items were found left in the kitchenette after the resident has completed the check-out process, the items will be treated as waste disposal.

5. 假如同學有烹飪用之電器但不想使用，可以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。

If students have cooking electric appliance but do not want to use them, they may find the manager to assist in placing the electric appliance in the storage room. However the dorm office is not in charges of securing the electronics.

(十四) 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：

With confirmation of the actuality of the following violation, each violation will be charged with a NT\$250 administration fee:

1. 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 not either category A or B user will not be allowed to use kitchenette. Violators will be charged with a NT\$250 administration fee, and will receive 5 violation points.

2. 未依排班時間執行廚房清潔。

Failure 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，需繳交 250 元行政手續費，並記宿舍違規 5 點。

If boarder of category B cooks in the kitchenette, the boarder will be charged with a NT\$250 administration fee, and will receive 5 violation points.

4. 操作烤箱時未使用錫箔紙；操作微波爐時未使用保鮮膜。(由居民自行購買，自己保管。)

Uses the oven without tin foil ; Uses the microwave oven without plastic wrap. (Boarders must buy the tin foil and plastic wrap by themselves.)

5. 經取消使用資格或未申請使用櫥櫃或壁櫥，卻擅自將個人物品放置於櫥櫃或壁櫥；擅自將個人物品放置於他人櫥櫃或壁櫥。

Places personal items in the cupboard or cabinet after cancelation of user right or have not yet applied for kitchenette use. Put personal items in others' cupboard or cabinet.

6. 於櫥櫃或壁櫥內擺放除電鍋、烤箱、烤麵包機、咖啡機、果汁機之外的物品。

Places items besides rice cooker, oven, toaster, coffee brewer, and blender in the cupboard or cabinet.

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)。

Failure to separate food waste from regular garbage and place them in the garbage bins. Failure to clean up their own 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。

Failure to take away their personal belongings. Failure to clean and put the personal electric appliance or public facilities back in its place.

9. 完成烹調後，佔用插座保溫。

Occupies porous sockets/electric appliance 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。

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

- (十五) 30 日內總計違規次數達十五次，即公告後關閉廚房一周。

If violation exceeds to 15 times within 30 days, the kitchenettes will be closed for a week after notification.

- (十六) 已申請廚房而欲取消者，必須至服委室找管理員填寫取消申請單，並於當日移除個人烹飪電器，否則依規定處置。

For those who have already applied the usage of the kitchenette and want to relinquish, must find the management staff for filling the application of cancellation. And the boarders should remove all their personnel cooking equipment on that day, otherwise violators will be disciplined in accordance with the relevant regulations.

- 十一、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。

For dormitory security, if a boarder adds an extra lock to their bedroom, he or she must provide a spare key or the combination code to the management staff. The requirement must be done before the deadline after being reminded. Any delay after the deadline will result in receiving 2 violation points each day, which will be accumulated every day.

- 十二、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。

Violation points will be accumulated during accommodation period (over semesters & years). Any boarder whose violation points amount are accumulated at least 10 points, will be ordered to withdraw from the dorm and no longer be eligible for on-campus accommodation application.

- 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，服務內容由住宿服務組或輔導員定之。

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 the management staff, is equal to 1 point.

- 十四、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。

The arrangements for temporary rooms and regulations: Foreign students who cannot check-in during office hour due to the time of flight, the dorm office will arrange a temporary room. The person (includes the students or volunteer) who get the key for the temporary room, shall return it to the dorm office, finish the check-out and pay the electric fee (NT\$50 per person/day) before noon of the next working day. Otherwise, the students will be disciplined by the relevant regulations.

十五、 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。

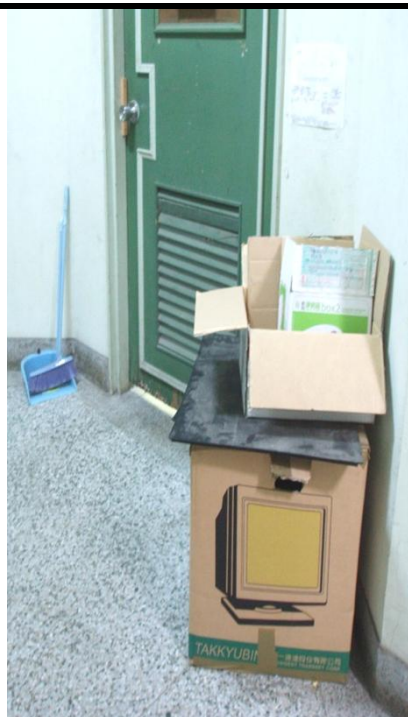
The Code shall be approved and confirmed by the Self-governed Committee of Student Dormitories to be implemented. Any amendments shall be processed accordingly.

*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.*



寢室外 (○)
Outside of the room
shoes on shelves orderly



寢室外 (×)
Outside of the room
personal items in the public area



寢室外 (×)
Outside of the room
personal items in the public area



寢室外 (×)
Outside of the room
shoes spread on floor instead of on shelves



走廊 (×)
Corridor
bike in passage rather than in the parking zone



陽台 (○)
Balcony
clean & neat



陽台 (×)
Balcony
personal belongings in the balcony



陽台 (×)
Balcony
personal belongings in the balcony



陽台 (×)
Balcony
personal belongings in the balcony



逃生梯轉角 (×)

Stair corner

personal belongings in stair corner



緩降梯架 (×)

Escape sling

personal belongings on escape sling



浴室 (×)

Bathroom

personal belongings on the basin



浴室、廁所 (○)

Bathroom & Toilet

clean & neat



浴室、廁所 (×)

Bathroom & Toilet

personal belongings on the basin

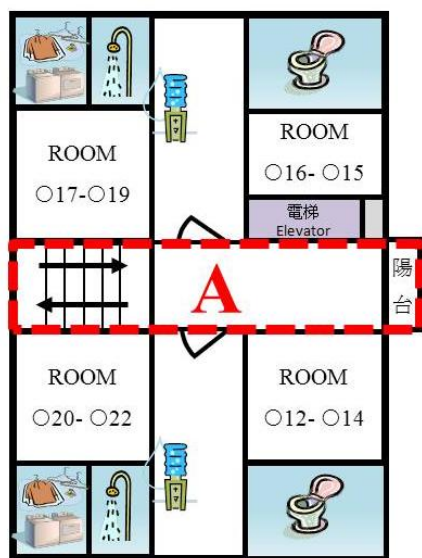


浴室、廁所 (×)

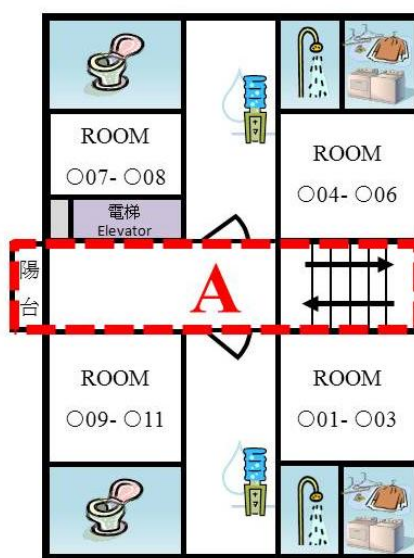
Bathroom & Toilet

personal belongings under the basin

附件二 Attachment 2



南棟 SOUTH BUILDING



北棟 NORTH BUILDING