

國立成功大學勝利第九宿舍住宿生活公約

Code of Conduct of National Cheng Kung University Sheng-Li 9th Dormitory

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- 第一條 國立成功大學勝利第九宿舍住宿生活公約(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 The Code of Conduct of National Cheng Kung University Sheng-Li 9th Dormitory (abbreviated as code in below) is formulated according to Paragraph 7 of Article 9 of “National Cheng Kung University Student Dormitory Regulations” (abbreviated as “Student Dormitory Regulation” in below).
- 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 This code aims to replenish “Student Dormitory Regulation” Paragraph 3 of Article 9 without violating personal rights, to achieve dorm appearance and to shape quality culture in the dorm.
- 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 Applying for this dormitory will be regarded as meaning you agree to all the regulations in this Code.
- 第四條 為維護宿舍安全及秩序，除《國立成功大學學生住宿契約書》(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。如宿舍發生疑似違規情形，宿舍輔導員、管理員、舍長、樓長、宿委、保全等(以下統稱宿舍服務人員)應確認違規情節並執行取締，且視情況拍照備查，當事人不得拒絕。如遇取締不配合者，除需受原違規行為之處分外，另違規記四點。

Article 4 In order to maintain dorm safety and discipline, except for the fines and fees listed in "National Cheng Kung University Student Housing Contract"(abbreviated as "Student Housing Contract" below), other violations will be punished according to violation points system. If a suspected violation of the rules occurs, the dorm adviser, caretaker, dorm head, floor head, security etc. (dorm service personnel below) shall determine the seriousness of the situation and stop the violation and, depending on the situation, take photographs; the involved person should not refuse this. If the involved person refuses to cooperate, 4 violation points will be recorded in addition to the penalty for the original violation.

第五條 共同維護宿舍內、外部環境：

Article 5 To maintain the dormitory's inner and outer environment:

- 一、為維護宿舍外觀，腳踏車須張貼識別貼紙，並停放於停車格內，違者將貼上違規貼紙；嚴重妨礙者，由服務人員搬至指定地點處管制，同學可向服委室服務人員認領取回，並登記學號違規記點四點。
 1. To maintain outer appearance, bicycles must have identification stickers attached and be parked in the parking lots. Otherwise, the bicycles will be moved to designated places. Residents can claim back their bicycles from the dorm staff, and 4 violation points will be given .
- 二、同學不得在頂樓、陽台、樓梯、走廊、自修室、浴室、廁所、茶水間、交誼廳等公共區域放置或吊掛私人物品，曬衣間僅供晾掛衣物使用，違者以違規記四點，且其放置之物品，視為垃圾清理之。
 2. Residents are not allowed to leave personal belongings on the roof, balconies, staircases, passageways, study rooms, bathrooms, toilets, pantries, recreation area, etc. Laundry rooms are for laundry use only; for violations, 4 violation points will be given and the belongings will be cleared away.
- 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，違規記四點，並另負損壞賠償責任。
 3. For leaving rubbish or spilling food in a public area but not cleaning it up immediately, causing floor defects due to misuse, 4 violation points will be given as well as liability for compensation borne.
- 四、被發現未按規定垃圾分類，經勸告一次之後仍未改善者，違規記二點。
 4. If garbage is not classified accordingly or littering around, and no improvements are made after advisement or reporting by other residents, 2 violation points will be given.
- 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 時至次日早上 8 時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，違規記四點。情節重大者，記十點。
 5. Residents should be as quiet as possible at all times. Dynamic activities (running,

screaming, shouting, dancing, ball games, etc.) are not allowed in dormitory. Speaking loudly or activities that will generate loud noise are strictly prohibited from 11P.M. to 8A.M. If no improvements are made after advice or reporting by other residents, 4 violation points will be given. For significant violations, 10 violation points will be given.

六、基於安寧與整潔理由，進入自修室同學禁止飲食(不包含白開水)且音量降至最低。使用自修室時如欲離開座位，可留下字條明告離開時間，最長可保留座位一小時；如未明告時間，或超過一小時未還者，他人得自行移開佔用之物品並使用該座位。離開時應清理桌面及關燈、關冷氣。上述各項若經他人反應或勸告而未改善者，違規記四點。

6. To maintain quiet and cleanliness, food and drink are not allowed in the Self-study Room (not including water) and the noise level should be kept as low as possible. If a user wants to leave their seat for a time, a note can be left indicating the time they left; the seat can be retained for up to one hour. If the time is not stated or the user is away from their seat for over one hour, another person can move their belongings and use the seat. When leaving, the table should be cleared and light and AC turned off. If others remind the user of or ask that any of the aforementioned conduct is corrected but are not heeded, 4 violation points will be given.

七、養成隨手關(鎖)門、關燈、關水的習慣，得確保財物安全與節能減碳。浪費水、電資源者，違規記四點。

7. Have the habit closing (locking) the door, and turning off lights, electricity, and water so as to protect valuables and reduce carbon footprint. For those who are found wasting water or electricity, 4 violation points will be given.

八、電器

8. Electrical devices

(一) 宿舍內只能使用或放置符合《宿舍管理規則》規定之電器，且必須經中華民國國家標準檢驗合格(CNS)，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。

(1) Only electrical devices that meet the requirements of the “Student Dormitory Regulations” can be used or placed in the dormitory and must confirm to the National Standards of the Republic of China (CNS) and have specifications clearly marked. Devices that do not have clearly marked specifications, have exposed wires or cause safety concerns for other reasons will be regarded as in violation of the rules governing electrical devices.

(二) 如因住宿生攜帶之電器、延長線、轉接頭等造成宿舍電路、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。

(2) If use of electrical devices, extension cables or adapters causes damage to dormitory circuits or equipment or affects public safety, the resident shall be liable to pay compensation and bear legal liability as well as having violation

points given under the “Student Dormitory Regulations”.

(三) 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：非宿舍原本配置之冰箱、個人行動載具。未事先申請即帶至宿舍使用或放置，視同違規電器。

(3) Use of the following devices requires advance application and the approval of the Housing Services Division before being used or placed in the dormitory: refrigerators not the ones the dormitory was originally equipped with and personal mobility vehicles. Failure to apply in advance and use or placing in the dormitory will be regarded as violation of the rules governing electrical devices.

(四) 於宿舍內使用或放置違規電器（含該電器已故障或未配備電線），依《宿舍管理規則》違規記八至十點。

(4) For using or placing electrical devices that are in violation of the rules (even if they have malfunctioned or do not have power cables,) 8-10 violation points will be given in accordance with the “Student Dormitory Regulations”.

第六條 宿舍內部公物使用規範：

Article 6 Using public property in the dormitory:

一、住宿同學辦理入住手續時，應向宿舍服務人員領取宿舍財產卡，並依財產列表逐一清點核對寢室內所有公物，如發現缺漏或損毀，需於入住後一週內告知管理員，未盡檢查責任於日後發現寢室設備缺漏或損毀，需自行負擔損壞賠償責任。

1. Residents should obtain a dormitory property card from the caretaker and do an inventory of all the room property against the list. If any missing or damaged items are found, the caretaker should be informed within one week. If proper checks are not carried out, residents shall be liable to compensate for any losses/damage personally.

二、以非法手段使用寢室內線或公共電話，違規記十點，並負擔損壞賠償及繳交電話費之責任。

2. For using the dormitory room's line or public phones illegally, 10 violation points will be given. Residents shall be liable to compensate for damage and pay phone bills.

三、洗衣機、烘衣機、脫水機等設備，請同學珍惜使用。若以不當手段破壞，違規記十點，並負擔損壞賠償責任。

3. Residents are to handle devices like washing machine, dryers, centrifugal dryers with care. For damage through improper means, 10 violation points will be given. Residents shall be liable to compensate for damaged devices.

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。

4. Residents should queue with patience when washing and drying clothes. Basins or basket should be placed beside the machine, so that the next user is able to put the garments into it when you are not able to remove the garments in time after use.

- 五、使用飲水機、公共廁所的洗手台請同學注意勿將食物殘渣傾倒於其上，違反者違規記四點。
5. Do not pour food waste in drinking fountains or wash basins in toilets. Violation will result in 4 violation points.
- 六、使用交誼廳應留意音量，且於夜間 11 時至次日上午 7 時停止使用，違反者若經勸告或他人檢舉而未改善，違規記四點。
6. Noise level should be lowered in the recreation area; the recreation area is not open from 11P.M. to 7 A.M. If no improvements are made after advisement or reporting by other residents, 4 violation points will be given.
- 七、自修室或公共區域的桌椅，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、遙控器等，應愛惜使用。上述各項物品若私自佔用者，違規記四點；使用後造成髒亂未清潔者，除需負清潔責任外，另違規記四點。使用造成物品損壞者，需另負擔賠償責任。
7. Furniture in the public area and studying room should be cleaned and placed back in the original position after use. Cleaning utensils, mirrors, weighing scale, newspapers and remotes etc. should be handled with care. For private occupation of the above items, 4 violation points will be given. Those who do not clean up after use will be asked to bear the responsibility of cleaning and 4 violation points will be given. Residents shall also be liable to compensate for damage to devices.
- 八、借用公共設備應以本人證件抵押，並於規定時間內歸還，逾期歸還者依《住宿契約》第十一條酌收手續費新台幣貳佰伍拾元，如延遲歸還超過一日，另違規記二點，並以日累計之。
8. Those who wish to borrow public equipment should hand over personal ID as guarantee and return within the specified time. Late returns will be charged NT\$250 as listed in Article 11 of "Student Housing Contract". For returns more than one day late, 2 violation points will be given, and violation points will increase by same number of points daily.
- (一) 借用備份鑰匙、磁卡，需於十五分鐘內歸還。
- (1) Borrowed spare keys and magnetic cards should be returned within 15 minutes.
- (二) 借用推車（僅限勝利校區使用）等其他公共物品，需於三十分鐘內歸還。
- (2) Borrowed trolleys (only for using at the Sheng-Li Campus) or other public property should be returned within 30 minutes.
- 九、寢室房門、設備不得自行加裝小鎖或掛勾者，違者依損壞公物違規記二點，並負擔損壞賠償責任，且需限期復原；期限之後仍未復原，每逾一日違規記二點，並以日累計之。
9. Any resident who installs an extra lock on their own room and does not voluntarily provide a spare key or the passcode to the Service Room will receive 2 violation points. For failure to provide key/code within the set time after being requested to do so, 2 violation points will be recorded for every day the resident fails to comply.
- 十、公共設施之插座，嚴禁擅自拔除；公共區域插座嚴禁私接個人電器使用。上述行

為如經發現者，違規記四點。

10. Pulling out of the sockets and plugs of public facilities is strictly forbidden; using public area sockets for personal electrical devices is strictly forbidden; if the aforementioned conduct is discovered, 4 violation points will be given.

十一、 寢室電費需於公告期限內繳交，逾期繳納者該寢每人違規記二點，得以日累積之，並依據住宿契約第九條第一款得限制宿舍設施使用(如寢室用電、門禁等)直至繳清為止。

11. Dormitory room electricity fee should be paid within the announced time period; for late payment, 2 violation points will be daily given for every door room resident and, in accordance with Subparagraph 1 of Article 9 of the “Student Housing Contract”, dormitory facility use can be limited (such as dormitory room electricity, door access) until the money owed is paid in full.

十二、 無故觸動警鈴或調動監視攝影設備，違規記十點。

12. For any setting off of alarms or moving closed-circuit TV cameras, 10 violation points will be given.

第七條 訪客：

Article 7 Visitors:

一、 訪客管理單位為服委室，訪客來訪前雙方應事先聯絡妥當，且由本舍居民親自陪同，辦理換證登記後始得進入；若無人陪同，則視為擅自進入，必要時通報該訪客所屬單位併同處理。

1. The Office of Sheng-Li 8th & 9th Dormitory is the visitor management unit. If there is a visitor, the visitor and the resident should agree upon the visit in advance. The visitor must be accompanied by the resident and get a visitor pass in order to enter the dormitory. During the visit, the visitor must be accompanied by the resident; if the visitor is unaccompanied during the visit, it is considered as unauthorized entry. Departments of visitors would be informed when there is a need.

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

2. Visitors should follow this Code and “Student Dormitory Regulation” during the visit. Residents and the visitors will be held accountable for violating the rules, and the unit of the visitor shall be informed when there is a need.

三、 異性訪客時間上班日為上午 8 時 30 分至 11 時與下午 1 時 30 分至 4 時，國定假日與例假日為下午 1 時 30 分至 4 時。且每次進入以一小時為限，除因搬運重物等事由外，不得申請進入。(寒、暑假、學期初、學期末搬遷期間之異性訪客時間依服委室公告為準。)

3. Visiting times for members of the opposite sex are 8:30am -11am and 1:30pm - 4pm on working days and 1:30pm - 4pm at weekends and holiday times. Each visit is limited to one hour. Applications for entry cannot be made unless for reasons such as moving heavy objects (the visiting times for members of the opposite sex in winter

and summer vacations, and in the moving time at the start and end of semester shall be as announced by the Office of Sheng-Li 8th & 9th Dormitory.)

- 四、訪客逾時未離開，得以廣播宣讀寢室、受(邀)訪同學與訪客姓名；經廣播仍未迅速離開者，訪客與受(邀)訪同學違規記四點，必要時通報該訪客所屬單位併同處理。
4. If a visitor does not leave on time, the door room number and the names of the inviting student and the invited student can be broadcast; for failure to leave promptly after broadcast, 4 violation points will be given for the inviting student and the invited student; when necessary the visitor's unit will be informed and he/she dealt with.
- 五、訪客(含非該棟之其他宿舍居民)須於夜間 12 時前離開宿舍。凌晨 0 時至早上 8 時，訪客逗留宿舍內，視同留宿事實，訪客與受(邀)訪同學違規記十點，且該訪客通報所屬單位併同處理。
5. Visitors (including other dormitory residents not in the same block) must leave before midnight. If a visitor stays in the dormitory between 12 a.m. and 8 a.m. it will be regarded as staying in the dormitory and 10 violation points will be given for the inviting and invited student; the unit of the visitors shall also be informed, and he/she dealt with.
- 六、勝利女生宿舍區大門門禁時間為每日凌晨 0 時至早晨 6 時，住宿居民需持學生證或臨時門禁磁卡感應進出舍區大門。
6. The curfew time of the Sheng-Li Female Dormitory Area is midnight (00:00am) to 6:00am. Residents must enter and exit the main entrance using a student card or a temporary access control card.
- 七、宿舍門禁以學生證或宿舍臨時門禁磁卡控管。若將個人學生證或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違反公共安全，違規記四點；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，違規記十點。
7. The dormitory curfew is controlled by student card and temporary access control card. If a student card or access control card or dormitory room key is loaned to another person and the resident and the person borrowing the card affect public safety, 4 points will be given; if entry/exit time exceed visiting times, the resident and the person borrowing the card will be regarded as violating visitor rules and 10 points will be given.
- 八、宿舍嚴禁攜帶訪客進入洗澡，違者違規記八點；並通報該訪客所屬單位併同處理。
8. Visitors are not allowed to shower in the dormitory; for violations, 8 violation points will be given; the unit of the visitor will also be informed, and the visitor dealt with.
- 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。
9. Residents who violate the rules in another dormitory will get the same punishment as the residents of that dormitory.

第八條 床位管理：

Article 8 Bunk Management:

- 一、床位不得頂讓或買賣、不得自行進住，違者違規記十點。
 1. Bunks cannot be transferred or bought and sold and cannot be occupied without permission; for violations, 10 violation points will be given.
- 二、未按時繳交資料卡（含照片）等各項住宿所需資料者，經催繳後應於限期內補繳；限期之後仍遲交者一天違規記二點，並以日累計之。
 2. Those who fail to provide the necessary materials for taking up residence including the information card (with photo,) should provide them within the given time limit after being prompted; for failure to provide in the time limit, 2 violation points will be given for every day the resident fails to comply.
- 三、一位同學只得使用同一編號之一套傢俱(含桌椅、櫃子、床舖等)，不得佔用其他傢俱，私自佔用者違規記四點並限期改善；如未於期限內改善者，違規記二點，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由服委室強制清除，並加收清潔費壹仟元。
 3. A resident must use only one set of furniture with the same number (including tables, chairs, wardrobes, beds, etc.) and must not occupy other furniture. Using other furniture without permission attracts 4 points and the behavior must be rectified; if the behavior does not improve within the time limit, 2 additional points are given and may accumulate daily. If the behavior affects other residents' accommodation rights, the occupied item will be treated as a waste item and will be forcibly removed by the service committee staff. A cleaning fee of 1,000 will be added.
- 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。
 4. Group living depends on mutual communication and tolerance. In the event of disputes arising from different life habits, dormitory mates or floor mates should first try to sincerely communicate to clear the matter; if communication is poor or there is no improvement after the dormitory adviser intervenes, the persons involved shall, depending on the situation, be transferred from their original dormitory room.
- 五、為避免單一寢室一人獨自住宿，造成住宿資源分配不均及水電能源浪費，凡單獨住宿者輔導員得調整寢室，該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《宿舍管理規則》處置。
 5. To avoid one person living in a single dormitory room causing unequal distribution of accommodation resources and wasted water and power, any student living alone in a dormitory room can be moved out by the dormitory adviser; the resident should cooperate and complete the leaving the dormitory inventory and hand in the keys within the time limit; violators will be regarded as having not completed the inventory formalities for leaving the dormitory and shall be dealt with according to the “Student Dormitory Regulation”.

第九條 普查規定：

Article 9 Census regulations

- 一、 住宿生應於公告期限內完成普查與補普查，除特殊理由得檢附證明事先向輔導員請假獲准外，未進住及未完成普查者，除依《宿舍管理規則》取消住宿資格外，仍須負擔保留床位期間之住宿費。
 1. Residents should complete census (including make-up) within the announced time period. Those who do not complete the check-in process and census (including make-up) during the announced time limit, unless permission has been obtained from the dormitory adviser by submitting proof, will be disqualified from the dormitory according to the “Dorm Management Regulations”, but shall still be required to pay for the time the bunk was retained.
- 二、 未於公告普查、補普查時間完成普查者，視為延遲普查，屬違規行為，於補普查期限過後開始進行違規記點。每日違規記一點，並以日累計之，以累滿五點為上限。
 2. Failure to complete the census/make-up census in the announced time period will be regarded as late census and is in violation of the rules. Violation points will be given at the rate of one point per day from the time the make-up census time limit ends and shall be cumulative with a maximum of 5 violation points.
- 三、 為維護住宿品質與安全，普查期間將一併進入寢室確認財產狀況與檢查有無違規事項，住宿生應配合服務人員檢查。
 3. In order to maintain quality of living and safety, the service personnel will enter the room for confirmation of property and to check for violations during the census. Residents should cooperate with the checks by service personnel.

第十條 寧靜樓層（區）：

Article 10 Quiet Floor (Area)

- 一、 寧靜樓層之目的為提供住宿同學另一選擇之機會，以培養學生自主自律之能力，並養成良好之生活習慣。本宿舍寧靜樓層得依申請人數調整房間數。
 1. The purpose of the quiet floor (area) is to provide students with another choice and to cultivate self-management and good habits of the students. The dormitory’s quiet floor will be adjusted according to the number of applicants.
- 二、 居住於「寧靜樓層（區）」同學，應以隨時保持寧靜為基本義務；全日任何時段於此區域喧嘩者，無論是否為寧靜樓層居民，經勸告而未改善者，違規記四點。
 2. Residents who live in the quiet area should keep quiet at all times. For those who shout in this area in any time period, regardless of whether they are residents in this area, 4 violation points will be given if there is no improvement after advisement

第十一條 簡易廚房使用與管理：

Article 11 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（僅供勝八、勝九住宿生）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 8, Sheng-Li 9 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.

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、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.

五、廚房電器：

- (1) 可使用 1000 瓦以下之電器(例如：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.

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。

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

- 七、使用者須配合排班清潔，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 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.

- 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，依宿舍規定處置。

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 will be dealt with in accordance with the dormitory management regulations.

九、廚房使用者需依程序申請使用(含櫥櫃)

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

(1) 申請流程為：

於服委室公告時段內完成登記，並配合排班清潔。

Register and schedule the cleaning shift within the announced period.

(2) 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.

十、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.)

十一、 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》禁止放置於寢室，應立即帶離宿舍。

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.

十二、 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) 未依規定操作公用電器
Incorrect usage of public electric utensils as the regulation suggested.
- (4) 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.
- (5) 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.
- (6) 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.)
- (7) 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.
- (8) 完成烹調後，佔用插座保溫。
Occupies porous sockets for keeping food warm after the food is cooked.
- (9) 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.
- (10) 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。以避免廚餘堵塞浴室與廁所之管路。
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. In order to prevent the clogging of the water pipes in bathrooms and toilets.

(11) 用電器及烹煮時離開現場。

Leave the kitchenette while cooking.

十三、 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.

十四、 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.

十五、 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.

第十二條 違規記點名單統一送由輔導員登錄記點。凡欲申請校園服務銷點者，需經輔導員或住服組承辦人同意，服務內容由住宿服務組輔導員或管理員定之。

Article 12 Violation points will be given by the dormitory adviser. Those who wish to eliminate the points through campus service should seek agreement from the counselors or Housing Services Division. The content of service will be decided by the counselor or management personnel of the Housing Services Division.

第十三條 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 13 The Code shall be approved and confirmed by the Self-government 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.