

國立成功大學 光復第一宿舍 住宿生活公約

NCKU Residential Code of Conduct for Kuangfu First Dormitory

99.3.17 98 學年度第 2 學期學生宿舍自治委員會會議通過
Approved by the Self-governed Committee of Student Dormitories in the 2nd semester of the 2009-10 academic year on March 17, 2010
100.5.30 99 學年度第 2 學期學生宿舍自治委員會會議修正通過
Revised and approved by the Self-governed Committee of Student Dormitories in the 2nd semester of the 2010-11 academic year on May 30, 2011
100.11.24 100 學年度第 1 學期學生宿舍自治委員會會議修正通過
Revised and approved by the Self-governed Committee of Student Dormitories in the 1st semester of the 2011-12 academic year on Nov. 24, 2012
101.6.6 100 學年度第 2 學期學生宿舍自治委員會會議修正通過
Revised and approved by the Self-governed Committee of Student Dormitories in the 2nd semester of the 2011-12 academic year on June 6, 2012
105.5.17 104 學年度第 2 學期學生宿舍自治委員會會議修正通過
Revised and approved by the Self-governed Committee of Student Dormitories in the 2nd semester of the 2015-16 academic year on May 17, 2016
109.5.18 108 學年度第 2 學期學生宿舍自治委員會會議修正通過
Revised and approved by the Self-governed Committee of Student Dormitories in the 2nd semester of the 2019-20 academic year on May 18, 2020

- 一、 國立成功大學光復第一宿舍住宿生活公約(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》)第九條訂定之。
 1. The NCKU Residential Code of Conduct for Kuangfu First Dormitory (hereafter, the Code) is formulated according to Article 9 of National Cheng Kung University Student Dormitory Regulations (hereafter, NCKU Student Dormitory 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。
 2. The Code serves to facilitate the administration of matters that are not regulated under Article 9 of NCKU Student Dormitory Regulations under the premise of no violation of personal rights to maintain a wholesome living environment and to shape quality living culture in the dorm.
- 三、 宿舍外觀之維護：腳踏車須停放於停車格內並統一朝規定之方向，違者由服務人員鐵鏈上鎖或搬至指定地點處管制，同學僅能依指定時段，自行向服務人員認領。
 3. Measures enforced to maintain the outside environment of the dorm: Bicycles must be parked in parking spaces in the designated direction. Violators will find their bicycles locked up with iron chains, or removed to the designated place under control. They will not be allowed to claim back their bicycles from the service personnel until the designated period.
- 四、 宿舍內部環境之維護：
 - (一) 在頂樓、陽台、樓梯、走廊、走廊上方線架、自修室、浴室、廁所、曬衣間等放置或吊掛私人物品者(頂樓與曬衣間吊掛衣服、雨天時走廊與走廊上方線架吊掛或放置雨具除外)，違規記 5 點，且其放置之物品，一週內無人認領則視為垃圾清理之。
 - (二) 喧嘩及製造噪音，且經勸告而未改善者，違規記 4 點。

- (三) 居住於「寧靜樓層」，應以隨時保持寧靜為基本義務，請居民自律自理。明顯違規行為均加重違規記點，並管制爾後不得再進住「寧靜樓層」。
- (四) 使用自修室未保持寧靜，離開時未清理環境者，違規記 4 點。服務人員得保留限制使用之權利。
- (五) 外出時鬧鐘未關導致影響安寧者，違規記 4 點。
- (六) 裸體外出(裸奔)者，以妨害風化違規記 8 點，並轉介心理健康與諮商輔導組輔導。
- (七) 偷窺(偷拍)他人洗澡或刺探他人隱私者，違規記 10 點提報違規審議小組審議之，並轉介心理健康與諮商輔導組輔導。
- (八) 養成隨手關(鎖)門、關燈、關水的習慣，確保財物安全與節能減碳。
- (九) 寢室內得放置冰箱，惟須徵得寢室全部同學同意並完成申請後，始得放置。
- (十) 自行加裝或改造宿舍、寢室門鎖者，違規記 4 點。
- (十一) 曬衣間衣服勿閒置過久，如過久以資源回收進行處置。
- (十二) 未按規定垃圾分類，經勸告一次之後仍未改善者，違規記 2 點。

4. Measures enforced to maintain the dormitory building:

- (1) Residents are not allowed to leave personal belongings in public areas, such as the roof, balconies, staircases, passageways, cable trays above passageways, study rooms, bathrooms, toilets, and clothes drying rooms (except for hanging clothes on the roof and in the clothes drying rooms or placing rain gear in passageways and cable trays above passageways when raining). Violators will be given 5 violation points and the unclaimed belongings will be cleared away within one week.
- (2) Residents shall not make excessive or unacceptable noise in their accommodation. Violators will be given 4 violation points if they fail to improve their behavior after being advised.
- (3) Residents living in the "Silent Area" are obligated, on a self-disciplined basis, to maintain a quiet residential environment at all times. Violators will be given higher violation points for significant violations, and will be restricted from residing in the "Silent Area" in the future.
- (4) Residents who fail to keep quiet in the study room or clean up before they leave will be given 4 violation points. Dormitory service personnel are entitled to the right to keep violators from using the facility.
- (5) Residents whose alarm clock continues to sound off and make noise while they are away will be given 4 violation points for disturbing the public peace.
- (6) Residents going out naked (streaking) will be given 8 violation points for obscenity, and will be referred to the Counseling and Wellness Services Division for consultation.
- (7) Residents peeping (sneaking photos) at others taking shower, or intruding into personal privacy will be given 10 violation points. Violators will be reported to the Student Dormitory Review Committee for review and referred to the Counseling and wellness Service Division for consultation.

- (8) Residents should make it a habit to close or lock the door to ensure property safety, and to turn off the lights or the faucet to conserve energy.
- (9) A refrigerator cannot be placed in a room without the consent of all residents and a prior approval from the dormitory office.
- (10) Residents who install or renovate locks in the dormitory or their rooms will be given 4 violation points for causing security problems.
- (11) Clothes found hanging up unreasonably long in the clothes drying rooms will be disposed on the principles of resource recycling and recovery.
- (12) Residents who do not classify their garbage according to the regulations will be given 4 violation points if they fail to improve their behavior after being advised.

五、 宿舍公物使用規範：

- (一) 公共區域之公物，若有特殊需要可向服務人員暫時登記借用，使用完後再登記歸還。未經許可而私自佔用者，違規記 5 點。
- (二) 借用備份鑰匙，應出示學生證；逾 15 分鐘未歸還者，依《學生住宿契約》第十一條酌收手續費 250 元；如延遲歸還超過一天，另記違規 2 點。
- (三) 使用洗衣機、脫水機、烘衣機等設備時應耐心排隊，私自取出他人衣服插隊使用者，違規記 5 點。
- (四) 將食物殘渣傾倒於飲水機廢水出水口導致堵塞者，違規記 4 點。
- (五) 將食物殘渣傾倒或修剪之頭髮滯留於公共廁所、浴室的洗手(衣)台上，導致水管堵塞者，違規記 4 點。
- (六) 不在廁所內便溺者，違規記 4 點。
- (七) 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。
- (八) 擅自拔除公共設施之插座，或在公共區域插座私接個人電器使用者，違規記 4 點。
- (九) 未經告知服務人員，擅自在自修室過夜（有睡覺行為）者，違規記 4 點。

5. Instructions for using public property in the dorm:

- (1) Residents are allowed to register with the service personnel to use and return public property in the dorm. Those who use public property without prior permission will be given 5 violation points.
- (2) Residents who need to borrow spare keys should present their student ID cards to the service personnel. The spare keys shall be returned within 15 minutes. Those who fail to do so will be charged a service fee of NT\$250 according to Article 11 of the “National Cheng Kung University Student Housing Contract”. Residents will be given 2 violation points if they return the spare key overdue for more than 1 day.
- (3) Residents should wait for their turn to use a washing machine, a clothes dehydrator, and a dryer. Those who remove other people’s clothes from any of the said devices during the washing or drying cycles will be given 5 violation points.
- (4) To avoid a clogging problem, residents shall not dump food scraps on drinking fountains. Violators will be given 4 violation points.

- (5) To avoid a clogging problem, residents shall not dump food scraps or hair in the toilet or sink. Violators will be given 4 violation points.
- (6) Residents shall not urinate or defecate outside the toilet. Violators will be given 4 violation points.
- (7) To avoid a public security problem, residents shall not deliberately set off fire alarms or adjust surveillance cameras. Violators will be given 8 violation points.
- (8) Residents shall not deliberately remove or install power sockets for personal consumption in a public facility. Violators will be given 4 violation points.
- (9) Residents shall not stay overnight (in a sleeping status) in the study without a prior notice to the service personnel. Violators will be given 4 violation points.

六、 訪客：

- (一) 訪客停留期間，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。
- (二) 訪客須於凌晨 12 時前離開，凌晨 12 時以後至早上 8 時，訪客逗留宿舍內，視同留宿事實，違規記 10 點，提報違規審議小組審議之。該訪客通報所屬單位併同處理。
- (三) 若有訪客，雙方應事先聯絡妥當，須由本舍居民親自陪同，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。
- (四) 帶訪客進入洗澡者，違規記 8 點，該訪客通報所屬單位併同處理。

6. Visitors:

- (1) Visitors should comply with NCKU Student Dormitory Regulations and the Code during the visit. Residents and the visitors will be held accountable for violations. The visitor will be reported to the related unit when necessary.
- (2) Visitors must leave before midnight. Residents who have visitors in the dorm between 00:00 and 08:00 shall be seen as violating the overnight stay rule. Violators will be given 10 violation points and will be reported to the Student Dormitory Review Committee for review. The visitor will be reported to the related unit when necessary.
- (3) A visit to the dorm shall be agreed upon by residents and their visitors in advance. A visitor shall enter the dorm in the company of a resident. A visitor who enters the dorm alone will be held responsible for unauthorized entry. The visitor will be reported to the related unit when necessary.
- (4) Residents who allow a visitor to take a bath in the dorm will be given 8 violation points. The visitor will be reported to the related unit when necessary.

七、 普查規定：

- (一) 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 1 點，違規點數以日累計之，並以違規記點 5 點為上限。

(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 1 點，並以日累計之，以 5 點為上限。

7. Census regulations:

- (1) Residents failing to complete a dormitory census within the designated period as specified in the public notice will be subject to penalty for a delayed census. Starting from the end of the designated period for a delayed census, violators will be given one violation point for each day up to a maximum of 5 points before they complete their census.
- (2) Residents who fail to submit documents for dorm accommodation, including a completed form of personal data (with a photo), should provide them within the designated period for late submission upon receipt of a notice. Starting from the end of the designated period for a delayed submission, violators will be given 1 violation point for each day to a maximum of 5 points before they complete their submission.

八、 違反上述公約，所記點數在住宿期間均累計(跨學期跨學年)，累計點數 10 點以上者，提報違規審議小組審議之。

8. Violation points given to residents during their dorm accommodation are calculated on an accumulative basis. Residents receiving more than 10 points will be reported to the Student Dormitory Review Committee for review.

九、 凡欲銷點者，需經輔導員同意，校園服務每 3 小時銷 1 點，服務內容由住宿服務組服務人員定之。

9. Residents may apply to the counselor for the elimination of all violation points with each point converted into a three-hour campus service, which shall be assigned and supervised by the service personnel of the Housing Services Division.

十、 電費以寢室為單位繳交，同學需依照公告日期繳交電費。如未依公告時間按時繳交，將停止供應該寢室之電源，直至完成電費繳交後再恢復供電。

10. Electricity fee will be charged and paid on the basis of a room as a unit. Residents should pay the electricity fee within the designated period as specified in the public notice. Electricity supply will be suspended if the fee is not paid. It will not be resumed until the payment is made.

十一、 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，視情況雙方調離原寢室。

11. Residents should rely on mutual communication and respect to enjoy a desirable dormitory life. Should conflicts arise among roommates or dorm-mates on the same floor due to personal habits, the parties concerned should be open-minded to communicate with one

another. As a result of mutual miscommunication or ineffective intervention of counselors, each party shall be assigned to reside in a separate room.

十二、 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。

12. The Code shall be approved by the Self-governed Committee of Student Dormitories before taking effect. 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 were translated from the original Chinese. In the event of discrepancies between the two versions, the Chinese always takes precedence.