

# 國立成功大學光復第二宿舍住宿生活公約

## Code of Conduct of National Cheng Kung University Kuang-Fu 2<sup>nd</sup> 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 Self-governed Committee of Student Dormitories in the 2<sup>nd</sup> semester of the 2009-2010 on March 17, 2010  
100.10.27 100 學年度第1 學期學生宿舍自治委員會會議修正通過  
Revised (Amended) and approved by Self-governed Committee of Student Dormitories in the 1<sup>st</sup> semester of the 2011-2012 on October 27, 2011  
101.06.06 100 學年度第2 學期學生宿舍自治委員會會議修正通過  
Revised (Amended) and approved by Self-governed Committee of Student Dormitories in the 2<sup>nd</sup> semester of the 2011-2012 on June 6, 2012  
104.11.18 104 學年度第1 學期學生宿舍自治委員會會議修正通過  
Revised (Amended) and approved by Self-governed Committee of Student Dormitories in the 1<sup>st</sup> semester of the 2015-2016 on November 18, 2015  
108.03.14 107 學年度第2 學期學生宿舍自治委員會會議修正通過  
Revised (Amended) and approved by Self-governed Committee of Student Dormitories in the 2<sup>nd</sup> semester of the 2018-2019 on March 14, 2019  
112.03.30 111 學年度第2 學期學生宿舍自治委員會會議修正通過  
Revised (Amended) and approved by Self-governed Committee of Student Dormitories in the 2<sup>nd</sup> semester of the 2022-2023 on March 30, 2023

一、國立成功大學光復第二宿舍住宿生活公約（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》）第九條訂定之。

1. The Code of Conduct of National Cheng Kung University Kuang-Fu 1 Dorm (abbreviated as code in below) is formulated according to Article 9 of “National Cheng Kung University Student Dormitory Regulations” (abbreviated as “Student Dormitory Regulations” in below).

二、本公約基於維護全體學生權益的前提下，補充《學生宿舍管理規則》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. This code aims to replenish “Student Dormitory Regulations” Article 9 without violating personal rights, to achieve dormitory appearance and to shape quality culture in the dormitory.

三、宿舍外觀之維護：腳踏車須停放於停車格(白線)內，違者由服務人員鐵鏈上鎖且搬至指定地點處管制，同學僅能依指定時段，自行至指定地點認領。

3. To maintain the dormitory’s outer environment: Bicycles must be parked in allocated parking lots, which refer to the white-line area. If residents violate the rules, their bicycles will be locked up with iron chains and moved to the designated place. Residents can claim back their bicycles from the service personnel in specified hours.

四、宿舍內部環境之維護：

4. To maintain the dormitory’s inner environment:

(一) 同學不得在頂樓、陽台、樓梯、走廊、自修室、浴室、廁所、曬衣間、茶水間等放置私人物品（頂樓與曬衣間吊掛衣服除外）；走廊上方線架上不得吊掛衣物（雨天時晾置雨具且不影響行人通行除外。吊掛者有義務清除積水並維持走廊整潔）。違者將由宿舍服務人員先開立限時移除單並告知移除期限，未遵守者將以違規記5點，且其所放置或吊掛之物品，宿舍服務人員有權視為垃圾清理之。另外，基於公共空間行走之通暢性，不得將紗門往走廊方向打開。

(1) Residents are not allowed to place personal items in public areas, such as the roof, balconies, staircases, passageways,, study rooms, bathrooms, toilets, clothes drying room, tea room, etc. (except for clothes hanging on the roof and the clothes drying room); it is forbidden to hang clothes on cable trays above passageways, except for drying rain gears on rainy days which do not block the passage of pedestrians. Whoever hangs his rain gears is obliged to clear the water and keep the corridor clean and tidy.

Any offender will receive a time-limited removal order issued by the dormitory staff to be informed of the deadline of removal. 5 points will be given for non-compliance in violation of the rules, and the dormitory staff has the right to consider the items placed or suspended as garbage to dispose them. In addition, in view of easier walking in public areas, the screen door must not be opened in the direction of the corridor.

- (二) 平時同學行動音量應降至最低；尤其是在走廊上以及浴室請控制音量；於晚上 11 點後更嚴禁喧嘩或大聲說話，以及使用造成極大聲響之物品（如吹風機），若經勸告而未改善者，違規記 4 點。
- (2) The noise from student action should be kept to a minimum, especially in the hallway and in the bathroom; after 11 pm, it is strictly forbidden to speak loudly, and use items that cause significant noise (such as hair dryers). Anyone who fails to correct when advised, 4 points will be given in violation of rules.
- (三) 居住於本宿舍之同學，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。
- (3) Those who live in this dormitory should keep quiet at any time as the basic obligation. Please be self-discipline. Violation points will be increased for significant violations.
- (四) 基於安寧與整潔理由，進入自修室同學討論功課音量降至最低，離開時應清理桌面、關閉燈及電扇，座椅歸位，並帶走私人物品，違者以違規記 4 點。
- (4) To main quietness and cleanliness, students in study room should minimize the volume when discussing homework. When leaving, tables should be cleared, lights and electric fans should be turned off. The furniture should be placed back and personal belongings should be taken away. For violations, 4 violation points will be given.
- (五) 同學外出時應檢查鬧鐘是否關閉。鬧鐘未關且影響居民安寧違規記 4 點。
- (5) Residents should check if the alarm is turned off before leaving. Residents who leave the alarm clock on will be given 4 violation points for disturbing the public peace.
- (六) 男生宿舍嚴禁攜帶訪客進入洗澡，違者以違規記 8 點；該訪客通報所屬單位併同處理。
- (6) Visitors are not allowed to shower in the dormitory. For violations, 8 violation points will be given. The unit that the visitor belongs will also be informed.
- (七) 故意裸露下體者違規記 8 點，並轉介心理健康與諮商輔導組輔導。
- (7) Residents go out naked (streaking) will be given 8 violation points for obscenity. And they will be referred to the Counseling and wellness Service Division.
- (八) 偷窺、偷拍他人洗澡、如廁或性騷擾他人者，違規記 10 點，以退宿處理，並通報性平會、轉介心理健康與諮商輔導組輔導。
- (8) Peeping (sneaking photos) at others when taking shower, using the toilet or intruding into privacy will be given 10 violation points. Violators are required to move out from the dormitory. Meanwhile, they will be referred to the Counseling and wellness Service Division.
- (九) 無故觸動火災警鈴或使監視器失去其功能者，以影響安全違規記 10 點。
- (9) Residents who touch the fire alarm or cause the surveillance camera to lose its function on purpose will be given 10 violation points for causing security problems.
- (十) 寢室不得自行加裝或改造門鎖，違者以破壞公物記 5 點，全寢人員並需負擔賠償責任，並須在規定時限內拆除之。
- (10) If residents install or renovate locks in their rooms, they will be given 5 violation points for defacing public property. All the students living in the same dorm room are liable for damages and must be dismantled within the specified time.
- (十一) 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，輔導員保有寢室調動之權力。
- (11) When conflicts arise from different living habits, roommates or floor mates should try

to communicate sincerely to clear the matter first. If communication is poor or no improvement is made after the dormitory counselor intervenes, relevant residents may be transferred to other rooms (as the case may be).

- (十二) 養成隨手關（鎖）門、關燈、關水及按停飲水機的習慣，得確保財物安全與節約能源。
- (12) Develop the habit of closing (locking) the door, and turning off the lights, the faucet, and the drinking fountain to ensure property safety and conserve energy.

#### 五、宿舍公物使用規範：

##### 5. Instructions for using public property in the dormitory:

- (一) 洗衣、脫水、烘衣時，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，趁人不在而私自取出他人衣服插隊使用者，違規記5點。
- (1) 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. Taking out other people's clothes when they are absent to cut in line will be given 5 violation points.
- (二) 將食物殘渣或垃圾殘留於飲水機上，導致廢水出水口堵塞者，以違反公共衛生違規記4點。
- (2) Pouring food scraps on drinking fountains and results in clogging will be given 4 violation points for against public health.
- (三) 將食物殘渣、毛髮或其他垃圾殘留於公共廁所、浴室的洗手（衣）台上，導致水管堵塞者，以違反公共衛生違規記4點。
- (3) Pouring food scraps or leaving hair in the toilet and sink and results in clogging will be given 4 violation points for against public health.
- (四) 隨意在非廁所之場所便溺者及未將穢物準確排入馬桶/便斗者，以違反公共衛生違規記4點。
- (4) Residents who urinate or defecate outside the toilet will be given 4 violation points for against public health.
- (五) 交誼廳於晚間 11 點後音量應放小，違者若經他人勸告或檢舉而未改善者，以影響公共安寧記違規記4點。
- (5) The volume should be decreased in the recreation area after 11P.M. If no improvements are made after being advised or reported, 4 violation points will be given for against public peace.
- (六) 本宿舍公物，若有特殊需要可向管理員或服委室暫時登記借用，於規定時限及區域內使用完畢並登記歸還。未經許可而私自佔用或違反使用規範者，違規記5點。
- (6) Public property, such as tables and chairs in the study room or public areas can be registered to borrow from the service personnel when needed. Please return it after use. For unauthorized use, violators will be given 5 violation points.
- (七) 借用備份鑰匙，應出示學生證或其他能證明身分之證件(如身分證、健保卡)；最遲 15 分鐘內歸還；遲還者依《學生住宿契約》第 11 條酌收手續費 250 元；如延遲歸還超過一天，另記違規2點，並以日累計之。
- (7) Residents should present their student ID cards or other documents (Identity cards, Health ID cards) when borrowing spare keys. Spare keys should be returned within 15 minutes. Violators will be charged with a service fee of NT\$250 according to Article 11 of the "National Cheng Kung University Student Housing Contract". Violators will be given 2 points if overdue for more than 1 day. The violation points will be accumulated daily.

六、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，必要時將通報該訪客所屬單位，與本舍居民併同處理。

6. 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 in order to enter the dormitory. 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.

七、垃圾分類：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2點。

7. Garbage classification: 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.

八、床位管理：應遵守住宿管理規則之相關規定，且不得佔用寢室之空床位放置個人或公共物品，違規者記4至8點。

8. Bunk Management: All residents should comply with the relevant provisions of the accommodation management rules, and should not occupy the empty beds in the bedrooms to place personal or public items, 4 to 8 points will be given in violation of the rules.

九、普查規定：

9. Census regulations:

(一) 未進住及未普查者，以退宿處理，取消床位。

- (1) Residents who do not complete the check-in process and census will be disqualified from the dormitory.

(二) 未於公告普查、補普查時間完成普查，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。但因特殊緊急狀況並經輔導員同意者，不在此限。

- (2) Failure to complete the census/make-up census in the announced period will be regarded as late and is in violation of the rules. 1 violation point will be given per day after the make-up census period. Violation points will be accumulated daily up to 5 points. However, due to special emergency situations and with the consent of the counselor, not subject to the limits.

(三) 未按時繳交資料卡(含照片)等各項住宿所需資料者，經催繳後應於三日內補繳；三日之後仍未交者一天違規記2點，並以日累計之。

- (3) Residents, who do not submit the resident information card (with photo) within the specified time, should turn in the card within 3 days after being reminded. If still not completed within the specified time, they will get 2 violation points per day. The violation points will be accumulated daily.

十、違規記點得以校園服務銷點。凡欲銷點者，需向光二輔導員申請銷點服務，服務內容由輔導員或管理員定之，並在輔導員或管理員協助下執行。

10. Violation records can be eliminated through campus services. Residents who wish to eliminate the points through campus service should seek agreement from the counselors of Kuang-Fu 2<sup>nd</sup> Dormitory. The content of service will be decided by the adviser or caretaker, and the service will be executed with the assistance of the adviser or caretaker.

十一、學期中第一階段冷氣電費以寢室為單位繳交，同學需依照公告日期繳交冷氣電費。如未依公告時間按時繳交，將停止供應該寢室之冷氣電源，直至完成電費繳交後再恢復供電。

11. Electricity fee per room will be charged as a unit in the first stage of the semester. Residents should pay the electricity fee within the announced period. For those who fail to pay on time, they will be cut off from power until the payment is made.

十二、為顧及同學飲食之需要與便利，符合本校學生宿舍管理規則之相關規定，宿舍區內設置簡易廚房。

- (一) 本廚房僅限光二舍同學申請，使用者須先向光二舍管理員申請，經核准後方得使用。使用期間為一學期（寒暑假需另外申請），若中途離宿或轉換宿舍則使用權自然消滅。未申請者不得進入或使用廚房，違規進入記4點，違規使用記10點。
- (二) 本廚房開放時間為每日 06:00-22:00，其他時間不開放使用，違者違規記5點。
- (三) 本廚房申請者需配合排班清潔工作，以確實維護廚房整潔，無故於排班時間內不到者，管理員得暫停本廚房申請者使用權一週。累計二次以上者，取消該學期使用權。
- (四) 本廚房開放時間為每日 06:00-22:00，其他時間不開放使用，違者違規記5點。使用者應自備或購買電力卡插入卡機後方得使用廚房插座。每度使用電費住服組每年得依臺電公告電費調整之。
- (五) 使用者應遵守本公約及本廚房內張貼之公共設備使用須知，以確保操作安全，違者違規記10點。若因不當使用導致相關設備受損或宿舍之災害，另依法追究相關責任。
- (六) 本廚房一個插座僅能使用一項電器，嚴禁以延長線或分接插座進行共用。違者首次違規記4點，再次違規記10點。
- (七) 本廚房僅限使用以下烹飪電器：電鍋、電磁爐、電烤箱、烤麵包機、咖啡機、果汁機，且以上皆須具備中華民國電器檢驗合格標章(CI mark)始得使用。自行於本廚房使用非上述以外之烹飪電器者，違規記10點。
- (八) 本廚房個人烹煮用相關物品（如碗盤、刀具、調味料等）須存放於個人寢室。烹飪電器使用完畢後應妥善放置於本廚房櫥櫃內，不得放置個人寢室，違者違規記5點。
- (九) 本廚房嚴禁以油炸、煎炒方式烹煮，違者違規記4點。
- (十) 本廚房於當次使用完畢後，應立即將所有設施回復原狀並確實施行清潔，油污、廚餘與垃圾應自行處理，違者情節輕微者記4點，嚴重者記10點。
- (十一) 使用者若於期間內違反本公約且累計三次以上，宿舍管理員得公告並收回該使用者之廚房使用權，並限期三日內移除本廚房櫥櫃內之物品。

十三、本公約未盡事宜之處，依《國立成功大學學生宿舍管理規則》及《國立成功大學學生住宿契約書》相關規定辦理。

十四、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。

14. 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.