

國立成功大學 光復第三宿舍 住宿生活公約

Code of Conduct of National Cheng Kung University Kuang-Fu 3rd Dormitory

101.6.6 100 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 2nd semester of the 2011-2012 on June 6, 2012

- 一、國立成功大學光復第三宿舍住宿生活公約(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》)第八條第四項訂定之。
 1. The Code of Conduct of National Cheng Kung University Kuang-Fu 3rd Dormitory (abbreviated as code in below) is formulated according to Paragraph 4 of Article 8 of “National Cheng Kung University Student Dormitory Regulations” (abbreviated as “Student Dormitory Regulations” in below).

- 二、本公約在不涉及個人權益的前提下，補充《宿舍管理規則》第八條第二項不及規範事項，以維護宿舍整體觀瞻與塑造內部優質文化為宗旨。
 2. This Code aims to supplement “Student Dormitory Regulations” Paragraph 2 of Article 8 to maintain dorm appearance overall and to shape quality culture in the dorm without violating personal rights.

- 三、申請本宿舍床位者，須於抽中床位後，於選填本宿舍寢室時，勾選同意遵守本公約。
 3. When applying for a bed in this dormitory, you must check and agree to abide by this Convention when you select this dormitory once a bed is distributed.

- 四、宿舍外觀之維護：腳踏車須停放於停車格內，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，自行向管理員認領。
 4. To maintain the dorm’s outer environment: Bicycles must be parked in parking lots. 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.

- 五、宿舍內部環境之維護：
 5. To maintain the dorm’s inner environment:
 - (一) 同學不得在頂樓、陽台、樓梯、走廊、浴室、廁所、曬衣間等放置或吊掛私人物品(頂樓與曬衣間吊掛衣服除外)，違者以違規記 5 點，且其放置之物品，視為垃圾清理之。
 - (1) Residents are not allowed to place personal items in public areas, such as the roof, balconies, staircases, passageways, , bathrooms, toilets, clothes drying room, tea room, etc. (except for clothes hanging on the roof and the clothes drying room); 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.

- (二) 平時同學行動音量應降至最低；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,; 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) 曬衣間衣服勿閒置過久，如過久以資源回收進行處置。
- (3) Do not hang the clothes in the clothes drying rooms too long. Otherwise, the clothes may be recycled.
- (四) 同學外出時應檢查鬧鐘是否關閉。鬧鐘未關者以影響安寧違規記 4 點。
- (4) 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.
- (五) 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。
- (5) 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.
- (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。
- (6) 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.
- (七) 偷窺他人洗澡或刺探他人隱私者，違規記 10 點，以退宿處理，並轉介心理健康與諮商輔導組輔導。
- (7) Peeping at others when taking shower 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.
- (八) 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。
- (8) Residents who touch the fire alarm or move the surveillance camera on purpose will be given 8 violation points for causing security problems.
- (九) 寢室自行加裝門鎖者，應提供備份鑰匙至管理員室，未提供者以影響安全違規記 4 點。
- (9) If residents install or renovate locks in the dormitory or their rooms, they should provide backup keys to the administrator room. 4 violation points will be given for causing security problems.
- (十) 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。
- (10) Group life depends on mutual communication and tolerance. 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).

(十一) 寢室內可使用合於《宿舍管理規則》第八條第二項第五款之小型電器(含插座)，惟應屬於國家標準檢驗合格之電器；放置非合於《宿舍管理規則》第八條第二項第五款之大型或高瓦數電器(如電視、電磁爐、烤箱、微波爐)或烹飪及易燃用品等，經發現後應限期搬離；限期之後仍未搬離者，視同違規使用，違規記 8 至 10 點，以退宿處理。

(11) Small appliances (with sockets) in compliance with “Student Dormitory Regulations” Subparagraph 5, Paragraph 2 of Article 8 can be used in the room only if they are certified by the national standard. Placing large appliances or appliances with high power consumption (such as TVs, induction cooktops, ovens and microwaves) that are not in compliance with “Student Dormitory Regulations” Subparagraph 5, Paragraph 2 of Article 8 is prohibited. Cooking or using inflammable substances is prohibited as well. If violations are found, violators should remove them within a limited time. If violators fail to do so after the deadline, they will be given 8 to 10 violation points.

(十二) 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。

(12) Develop the habit of closing (locking) the door, turning off the lights and turning off the faucet to ensure property safety and conserve energy.

六、宿舍公物使用規範：

6. Instructions for using public property in the dorm:

(一) 以非法手段改造寢室電話，或因此盜打外線及長途電話者，違規記 10 點，以退宿處理，除負擔損壞賠償及繳交電話費之責任外，另依《學生獎懲要點》處理之。

(1) For altering or using the public phones illegally, 10 violation points will lead to exile from the dorm as punishment. Residents shall be liable to compensate for damage and pay the phone bill. They will also be dealt with according to “National Cheng Kung University Directions for Student Rewards and Penalties”.

(二) 以非法手段改造公共電話，或因此盜打者，以退宿處理，除負擔損壞賠償及繳交電話費之責任外，另依《學生獎懲要點》處理之。

(2) For altering or using the public phones illegally, the residents shall be liable to compensate for damage and pay the phone bill. They will be required to move out and also be dealt with according to “National Cheng Kung University Directions for Student Rewards and Penalties”.

(三) 所有公物及設備，請同學珍惜使用。若以不當手段破壞，情節較輕者，以違規記 5 點；蓄意破壞情節較重者，以違規記 10 點，退宿處理，均應負擔損壞賠償責任。

(3) Residents shall handle public property and equipment with care. For residents who make damages, 5 violation points will be given. For significant violations, 10 violation points will be given and residents will be required to move out. They should be responsible for compensation.

(四) 洗衣、脫水、烘衣時，應耐心排隊，趁人不在而私自取出他人衣服插隊使用者，違規記 5 點。

(4) Residents should wait in line with patience when washing, dewatering and drying clothes.

Taking out other people's clothes when they are absent to cut in line will be given 5 violation points.

- (五) 將食物殘渣傾倒於飲水機上，導致廢水出水口堵塞者，以違反公共衛生違規記 4 點。
- (5) Pouring food scraps on drinking fountains and results in clogging will be given 4 violation points for against public health.
- (六) 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，以違反公共衛生違規記 4 點。
- (6) 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.
- (七) 不在廁所內便溺者，以違反公共衛生違規記 4 點。
- (7) Residents who urinate or defecate outside the toilet will be given 4 violation points for against public health.
- (八) 借用備份鑰匙，應出示學生證；最遲 30 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。
- (8) Residents should present their student ID cards when borrowing spare keys. Spare keys should be returned within 30 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 every day.

七、訪客：

7. Visitors:

- (一) 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。
- (1) 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.
- (二) 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。
- (2) Visitors should follow this Code and "Student Dormitory Regulations" 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) 訪客須於凌晨 12 時前離開，凌晨 12 時以後，訪客逗留宿舍內，視同留宿事實，違規記 10 點，以退宿處理，並喪失其在學期間之住宿權。該訪客通報所屬單位併同處理。
- (3) Visitors must leave before midnight. If visitor stays in the dorm after midnight, it will be an overnight stay. Therefore, 10 violation points will be given and be disqualified from the dorm. The unit that the visitor belongs will be informed when necessary.

八、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。

8. Garbage classification: If residents do not classify the garbage according to the regulations and no improvements are made after being advised once, they will be given 2 violation points.

九、無煙校園：無煙校園為既定政策，舍區內外嚴禁抽煙，違者違規記 10 點，以退宿處理。

9. Smoke-free campus: Smoke-free campus is an established policy, smoking is strictly prohibited inside and outside the dormitory. Violators will be given 10 points and disqualified from the dorm.

十、床位管理：

10. Bunk Management:

(一) 床位不得頂讓或買賣床位，違者雙方皆違規記 10 點，以退宿處理，並喪失其在學期間之住宿權。

(1) Transferring, buying and selling bunks are not allowed. Violators will be given 10 points and disqualified from the dorm. They will lose their right to stay in this semester.

(二) 未申請提前進住手續自行搬入宿舍、私自互換寢室，違規記 8 點。

(2) For students who occupy or exchange rooms without filing applications, they will be given 8 violation points.

十一、 普查規定：

11. 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 dorm.

(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 1 點，違規點數以日累計之。

(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.

(三) 未按時繳交資料卡(含照片)等各項住宿所需資料者，經催繳後應於限期內補繳；限期之後仍遲交者一天違規記 2 點，並以日累計之，並以違規記點 5 點為上限。

(3) Residents who fail to provide the necessary materials for taking up residence including the information card (with photo) should provide them within the given time after being reminded. Residents who fail to provide in the time limit, 2 violation point will be given per day up to 5 points.

十二、 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，以退宿論處。

12. In violation of the above rules, the points given during the stay are accumulated (cross-semester and cross-academic year). Residents with more than 10 points will be required to move out from the dormitory.

十三、 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或輔導員定之。

13. Residents who wish to eliminate the points through campus service should seek agreement from the counselor. Campus service for every 3 hour of can eliminate 1 point. The content of service will be decided by service personnel of the Housing Services Division and counselor.

十四、 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。

14. Electricity fee per room will be charged as a unit. 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。

15. 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.