

國立成功大學敬業第一宿舍住宿生活公約

Code of Conduct of National Cheng Kung University Ching-Yeh 1st 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 2nd semester of the 2009-2010 on March 17, 2010

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

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Revised (Amended) and Approved by Self-governed Committee of Student Dormitories in the 2nd semester of the 2017-2018 on June 1, 2018

109.11.18 109 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 2020-21 on Nov. 18, 2020

- 一、 國立成功大學敬業第一宿舍生活公約(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。
 1. The Code of Conduct of National Cheng Kung University Ching-Yeh 1 Dorm (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 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。
 2. This code aims to replenish “Student Dormitory Regulations” Paragraph 3 of Article 9 without violating personal rights, to achieve dorm appearance and to shape quality culture in the dorm.

- 三、 宿舍外觀之維護及交通安全：腳踏車及機車須停放於停車格內，違規停放者經查獲，將記違規點數 2 點。
 3. To maintain the dorm’s outer environment and traffic safety: Bicycles and motorcycles must be parked in the parking lots. 2 violation points will be given for violations.

- 四、 宿舍內部環境維護：
 4. To maintain the dorm’s inner environment:
 - (一) 落實垃圾分類，可回收物品含紙、鋁箔包、鐵罐、塑膠、寶特瓶等。
 - (1) Waste must be properly sorted and classified. Recyclable items include paper, aluminum foil, iron can, plastic, and PET bottles.
 - (二) 交誼廳、自修室、桌/撞球室等公共區域請配合開放時間與管理規定，使用完畢後請確實清理並關閉電源。
 - (2) Using public areas such as recreation area, study room and table tennis/billiard room in opening hours as required. Please clean up and turn off the power after using.
 - (三) 禁止在頂樓、樓梯間、走廊、自修室、浴室、廁所、曬衣間、各樓層交誼廳等放置私人物品(曬衣間吊掛衣服除外)；走廊上方線架上不得吊掛衣物；各寢室門口禁止置放私人鞋架(櫃)，寢室外公用鞋櫃上個人物品應放置整齊；違者均以違規記 5 點，且其放置或吊掛之物品，視為垃圾清理之。
 - (3) Residents are not allowed to place personal items in public areas, such as the roof, staircases, passageways, study rooms, bathrooms, toilets, clothes drying room, recreation area, etc. (except for clothes hanging on the clothes drying room); it is forbidden to hang clothes on cable trays above passageways. Private shoe racks (cabinets) are not allowed at the entrance of each bedroom, and personal items on the public shoe cabinets should be placed neatly. 5 violation points will be given and the belongings will be cleared away.

- (四) 曬衣間衣物勿閒置過久，將定期公告清理曬衣間。
- (4) Do not hang the clothes in the clothes drying rooms too long. Otherwise, the clothes may be recycled.
- (五) 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。
- (5) Develop the habit of closing (locking) the door, turning off the lights and turning off the faucet to ensure property safety and conserve energy.

五、 宿舍安全及秩序維護：

5. To maintain the dorm's safety and order:

- (一) 禁止自行進住、遷出、頂讓、互換床位、買賣，違者依宿舍管理規則議處。
- (1) It's not allowed to move in, move out, rent, exchange, and trade rooms without permission. Violators are punished according to the Student Dormitory Regulations.
- (二) 禁止在宿舍區建築內及室外空間吸菸(含電子菸)、酗酒鬧事等，違者記違規點數 10 點。
- (2) Smoking (including electronic cigarettes) or alcohol abuse inside or outside the dormitory is strictly prohibited. 10 violation points will be given.
- (三) 寢室內可使用合於《宿舍管理規則》之電器(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》之電器(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，記違規點數 8 至 10 點。(若有特殊原因需設置者，應向輔導員申請，通過後始得放置)。
- (3) The appliances (with sockets) in compliance with "Student Dormitory Regulations" can be used in the room only if they are certified by the national standard. Placing the appliances with high power consumption (such as TVs, induction cooktops, ovens and microwaves) that are not in compliance with "Student Dormitory Regulations" or cooking and flammable supplies 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. (If there is a special reason to set up, you should apply to the counselor in advance.)
- (四) 嚴禁喧譁及製造噪音，若經勸告而未改善者，記違規點數 4 點。
- (4) Speaking loudly and making loud noises are strictly prohibited. If no improvements are made after being advised, 4 violation points will be given for violations.
- (五) 訪客：
- (5) Visitors:
 - 1. 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。
 - A. If there are visitors, both parties should contact in advance. The visitors should be accompanied by the residents in order to enter dorm area. Unauthorized intrusion will be considered if no accompanies are found. Departments of visitors would be informed when there is a need.
 - 2. 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。
 - B. 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.
 - 3. 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，記違規點數 10 點。該訪客通報所屬單位併同處理。
 - C. Visitors must leave before midnight. If visitor stays in the dorm from midnight to 8 A.M., it will be an overnight stay. Therefore, 10 violation points will be given. The unit that the visitor belongs will be informed when necessary.

4. 宿舍嚴禁攜帶訪客進入洗澡，違者連同該名訪客通報所屬單位併同處理，另記違規點數 8 點。
- D. 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) 宿舍公物使用規範

(6) Instructions for using public property in the dorm:

1. 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，記違規點數 5 點；蓄意破壞情節較重者，記違規點數 10 點，均應負擔損壞賠償責任。
- A. 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. Residents should be responsible for compensation.
2. 洗衣、脫水、烘衣機運轉中，應耐心等待，不得插隊使用，違者記違規點數 5 點。使用完畢後應儘速取出，不得占用設備。
- B. Residents should wait in line with patience when washing, dewatering and drying clothes. Cutting in line will be given 5 violation points. After using, the clothes should be taken out as soon as possible, and the equipment should not be occupied.
3. 造成公共空間髒亂未即時清理者，記違規點數 4 點。
- C. Residents who do not clean up after using the public property, 4 violation points will be given.
4. 隨地便溺者，記違規點數 4 點。
- D. Residents who urinate or defecate outside the toilet will be given 4 violation points for against public health.
5. 自修室或公共區域桌椅，或其他公物，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，記違規點數 5 點。
- E. 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, 5 violation points will be given.
6. 借用寢室備份鑰匙最遲 15 分鐘內歸還；借用臨時磁卡，最遲 5 日內歸還（含假日）。遲還者依《學生住宿契約書》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。
- F. Residents should present their ID cards to the service personnel when they borrow spare room keys or magnetic cards. The spare keys shall be returned within 15 minutes while the magnetic cards shall be returned within five days (including public holidays). Violators will be charged a service fee of NT\$250 according to Article 11 of the National Cheng Kung University Student Housing Contract. Additionally, violators will be given 2 violation points for each day overdue.

(七) 普查規定：

(7) Census regulations:

1. 未進住及未普查者，以退宿處理，取消床位。
- A. Residents who do not complete the check-in process and census will be disqualified from the dorm.
2. 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。
- B. 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.

3. 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。
 - C. Residents, who do not submit the resident information card (with photo) within the specified time, should turn in the card after being reminded. If still not completed within the specified time, they will get 1 violation points per day. The violation points will be accumulated daily.
 4. 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，並得再另訂抽查時間。
 - D. 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 the service personnel. And the personnel can set a separate check time.
- (八) 為塑造宿舍優質文化，鼓勵糾舉違規行為之義行，本宿舍居民若發現上述違規行為，得向服務人員報告(將保密糾舉同學身份資料)，經查屬實者以該違規點數之半，記優良記點存記。
- (8) In order to cultivate the superior culture of the dormitory and encourage the rectification of any violation, residents discover the above-mentioned violation, they should report it to the service personnel (the identity of the reporting student will be kept confidential). Once the truth of the report has been confirmed, the reporting student shall receive merit points equivalent to half the demerit points of the violation.
- (九) 故意觸動火災警鈴或調動監視攝影機者，以影響安全記違規點數 8 點。
- (9) For any setting off of alarms or moving closed-circuit TV cameras, 8 violation points will be given.
- (十) 使用公共空間者，音量應降至最低，離開時須清理環境，敬一舍服務人員得保留限制使用之權利。
- (10) Anyone who uses a public area must keep their noise level to a minimum and clean up the environment before they leave. Ching-Yeh 1st Dormitory service personnel reserve the right to impose restriction on use.
- (十一) 偷窺(偷拍)他人洗澡或刺探他人隱私者，違規記 10 點，並轉介心理健康與諮商輔導組輔導。
- (11) Peeping (sneaking photos) at others when taking shower or intruding into privacy will be given 10 violation points. And the violators will be referred to the Counseling and wellness Service Division.
- (十二) 裸體外出者，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。
- (12) 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.
- (十三) 寧靜樓層：
- (13) Silent Area:
1. 寧靜樓層規劃於 6-10 樓。
 - A. The Silent Area is planned at 6-10 floors.
 2. 居住於寧靜樓層之居民，應以保持寧靜為基本義務；於晚上 12 點後寢室內盡量關大燈；降低音量，凌晨 1 點後盡量關閉網路。違規行為均加重違規記點，請寧靜樓層居民自律自理。
 - B. Those who live in the "Silent Area", should keep quiet at any time as the basic obligation, turn off the room's lights after 12 A.M. and shut down the internet after 1 A.M. as far as possible. Violation points will be increased for significant violations. Please be self-discipline.
- (十四) 寢室財產或公共區域物品損壞故障，請至服委室旁填寫修繕登記表，以利於修

復時效及追蹤物品使用情形。

- (14) If any property of the dormitory or the public area becomes damaged, please fill in the repair registration form next to the service committee office so as to assist the efficiency of the repair and the tracking of usage of the item.
- (十五) 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。
- (15) 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).
- (十六) 為安全上的考量，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。
- (16) To ensure student safety, and to conserve resources, single occupancy should be avoided. The Housing Service Division shall arrange for a resident living alone to transfer to another room with roommates. The resident shall cooperate to complete the withdrawal procedures (property check-out and return of keys) for room change within the designated period. Violators shall be subject to discipline pursuant to the NCKU Student Dormitory Regulations.

- 六、 其他相關規定請參照《國立成功大學宿舍管理規則》及《國立成功大學學生宿舍住宿契約》。
6. For other relevant regulations, please refer to the “National Cheng Kung University Student Dormitory Regulations” and the “National Cheng Kung University Student Housing Contract”.
- 七、 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。
7. 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.*