

國立成功大學學生宿舍管理規則

National Cheng Kung University Student Dormitory Regulations

- 93.5.14. 92 學年度第 2 學期學生事務會議修訂通過
Approved by the Student Affairs Council in the 2nd semester of the 2003-04 school year on 5/14/2004
- 96.5.25. 95 學年度第 2 學期學生事務會議修訂通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2006-07 school year on 5/25/2007
- 97.5.30. 96 學年度第 2 學期學生事務會議修訂通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2007-08 school year on 5/30/2008
- 97.12.26. 97 學年度第 1 學期學生事務會議修訂通過
Revised and approved by the Student Affairs Council in the 1st semester of the 2008-09 school year on 12/26/2008
- 98.5.22. 97 學年度第 2 學期學生事務會議修訂通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2008-09 school year on 5/22/2009
- 98.12.18. 98 學年度第 1 學期學生事務會議修訂通過
Revised and approved by the Student Affairs Council in the 1st semester of the 2009-10 school year on 12/18/2009
- 99.5.21. 98 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2009-2010 school year on 5/21/2010
- 100.5.20. 99 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2010-11 school year on 5/20/2011
- 101.5.25. 100 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2011-12 school year on 5/25/2012
- 102.5.17. 101 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2012-13 school year on 5/17/2013
- 102.12.13. 102 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 1st semester of the 2013-14 school year on 12/13/2013
- 103.5.23. 102 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2013-14 school year on 5/23/2014
- 103.12.19. 103 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 1st semester of the 2014-15 school year on 12/19/2014
- 104.5.22. 103 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2014-15 school year on 5/22/2015
- 104.12.18. 104 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 1st semester of the 2015-16 school year on 12/18/2015
- 106.12.22. 106 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 1st semester of the 2017-18 school year on 12/22/2017
- 107.5.18. 106 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2017-18 school year on 5/18/2018
- 107.12.21. 107 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2018-19 school year on 12/21/2018
- 108.12.13. 108 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 1st semester of the 2019-20 school year on 12/13/2019
- 109.5.22. 108 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2019-20 school year on 5/22/2020
- 109.12.18. 109 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 1st semester of the 2020-21 school year on 12/18/2020
- 110.06.18. 109 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 1st semester of the 2020-21 school year on 6/18/2021
- 110.12.17. 110 學年度第 1 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 1st semester of the 2021-22 school year on 12/17/2021
- 111.05.27. 110 學年度第 2 學期學生事務會議修正通過
Revised and approved by the Student Affairs Council in the 2nd semester of the 2021-22 school year on 5/27/2022

第一條 國立成功大學(以下簡稱本校)為達成學生生活教育之目的,促使學生宿舍管理更臻完善,特訂定本規則。

Article 1 These regulations are established by National Cheng Kung University (NCKU) to facilitate a comprehensive administration of the student dormitories in order to fulfill the school goal of offering a complete life education for students.

第二條

學生宿舍管理，由學生事務處住宿服務組策劃，並指派相關人員執行下列業務：

- 一、 宿舍輔導員：擬訂年度經營計畫書、綜理社區經營與住宿學生之輔導與服務工作、輔導召開宿舍自治幹部會議並出席宿舍相關會議、推動各項自治活動等舍區優質環境營造工作、協助心理衛生工作之推動、督導管理員執行宿舍管理工作、協助學生宿舍床位分配及其他有關宿舍服務暨輔導之臨時交辦事項。
- 二、 宿舍管理人員：負責宿舍安全維護、公共財產保管、沐浴熱水及水電正常供應及各項設施之維護修繕及驗收，協助學生宿舍各項生活輔導或各類偶發事件。
- 三、 宿舍服務幹部：協助上開各款人員執行本規則，以落實各項管理暨服務工作。宿舍服務幹部之組成與工作內容，由住宿服務組另訂之。

Article 2

The Housing Service Division under the Office of Student Affairs shall administer the operation of the student dormitories with designated personnel to perform the following duties:

1. **A number of resident counselors** shall be assigned to draw up an annual plan for dormitory operation, to manage community affairs, to provide dormitory-related counseling and services, to provide guidance for meetings of the Self-governed Committee of Student Dormitories, to attend all dormitory-related meetings, to launch student-governed activities in the development of a quality dormitory environment, to help with promotional activities for psychological counseling, to supervise dormitory management personnel, to help with dormitory room assignment and to deal with other matters related to dormitory services or counseling.
2. **The dormitory management personnel** shall be responsible for dormitory safety and security, public property safekeeping, management of water and electrical utilities, and maintenance and inspection of facilities, while working to help with life counseling at the student dormitory and respond to any accidents on and off campus.
3. **Dormitory service officers** shall help other personnel, specified above, to fulfill their administrative duties and services in accordance with these regulations. The assignment of dormitory service officers shall be further regulated by the Housing Service Division.

第三條

為培養學生自治與自律精神，增進住宿生福利，協助本校宿舍管理及服務工作，住宿生得依本校相關規定成立「學生宿舍自治委員會」。

Article 3

Dormitory students shall form a Self-governed Committee of Student Dormitories to promote student self-governance and self-discipline, improve the welfare of dormitory students, and help with dormitory management and services.

第四條

學生如有住宿需求，得提出申請。申請資格為下列非設籍於臺南市東區、中西區、北區、南區、安平區、安南區、永康區、新市區、仁德區、歸仁區及關廟區或已遷出上開地區本籍達六個月以上(以學校公告申請日為計算基準)之在學生：

- 一、 學士班:一、二及三年級(含建築系建築設計組四年級；醫學系、藥學系及牙醫學系四至五年級)之在學生，得參加宿舍床位抽籤。
- 二、 碩博士班(不含在職專班):碩士班一至二年級、博士班一至三年級在學生得參加

宿舍床位抽籤或申請續住。逾前述年級之在學生得申請遞補床位。

前項學士班申請學生具有下列各款情形之一者；碩士班一、二年級及博士班一、二、三年級學生具有下列第一至七款情形之一者，原需求單位或個人得申請優先住宿，經核准後，由住宿服務組視床位狀況安排之：

- 一、身心障礙學生：持有新舊制身心障礙證明或手冊、教育部特殊教育學生鑑定及就學輔導會所核發之鑑定證明書者。
- 二、來校交換之國際學生。
- 三、持有社政單位核發之低收入戶或中低收入戶證明者。
- 四、外籍生。
- 五、家庭突遭不可抗拒之天然災害，持有社政相關證明者。
- 六、擔任學生宿舍自治委員會委員或秘書。
- 七、其他有特殊情形並附證明者。
- 八、僑生。
- 九、設籍外離島並畢業於外離島高中(職)學校。
- 十、學士班入學新生：非設籍於臺南市東區、中西區、北區、南區、安平區、安南區、永康區、新市區、仁德區、歸仁區、關廟區或已遷出上述地區本籍達六個月以上(以學校公告申請日為計算基準)之學校公告當學年度入學新生(含轉學新生)。

符合前項第一至九款情形之學生，如有宿舍違規記點紀錄，不得申請優先床位。

學生如有申請宿舍費減免經核准者，以該身分別最低住宿費為其住宿費減免金額。但申請者之住宿費超過其減免金額，須繳交差額。

Article 4

Students who need dormitory accommodation shall submit an application. Eligible applicants include students who are not registered as residents in the districts of East, Central West, North, South, Anping, Annan, Yongkang, Xinshi, Rente, Guijen, and Guanmiao in Tainan City, or those who are registered as residents outside of the above named places for over six months (as of the designated date of application for accommodation published by NCKU), as specified below:

1. Undergraduate programs: Undergraduate students in the first three years of studies (including students in the fourth year of the architectural program of the Department of Architecture; and students in the fourth and fifth years of the Department of Medicine, the School of Pharmacy, and the School of Dentistry) shall submit an application for bed assignment lot-drawing.
2. Graduate Programs (excluding in-service master's programs): MA program students in the first two years of studies, and doctoral students in the first three years of studies may submit an application for bed assignment lot-drawing or extended accommodation registration. Upper-class graduate students may apply for a bed assignment in case of available vacancies.

For undergraduate students with special status, as defined below, an application for an

advance bed reservation should be submitted either by the individual student or the relevant department. For graduate students with special status, as defined in Items 1 to 7 below, upon approval of an application submitted either by the individual student or the relevant student, the Housing Service Division shall give priority for an advance bed reservation to the applicant based on its bed assignment status.

1. Students with disabilities: A handicapped student with a certificate of physical/mental disability or an official document issued by the Commission for Special Education Certification and Counseling under the Ministry of Education.
2. An incoming international exchange student.
3. A financially underprivileged students with a low-income or middle-to-low income household certificate issued by a government social welfare agency.
4. An international student.
5. A student whose family has suffered from an unavoidable natural disaster and has been so certified by a government social welfare agency.
6. A student who is a member or secretary of the Self-governed Committee of Student Dormitories.
7. A student who has proof of another special status.
8. An overseas compatriot student.
9. A student who is registered as a resident on an outlying island and who has graduated from a high school there.
10. New undergraduate students: A new undergraduate student (including a transfer student), admitted in the current academic year, whose residence is not registered in the districts of East, Central West, North, South, Anping, Annan, Yongkang, Xinshi, Rende, Guiren, and Guanmiao in Tainan City, or an incoming student whose residence has been relocated outside of the above named places for over six months (as of the designated date of application for accommodation published by the University).

A student whose status accords with Items 1 to 9, if given any violation points, is not entitled to an advance bed reservation for any special reason, nor is any student who is not defined as being eligible for accommodation in Item 10.

Students who have been approved for dormitory accommodation payment exemption are entitled to be exempt from the basic accommodation fee for the category of dormitories designated for their student status. Should they choose to reside in another category of dormitories with higher accommodation fees, they are required to pay the balance.

第五條

住宿服務組應公告次學年度各項床位申請作業時程。學生如有住宿需求，應於前項公告時間內，完成住宿申請，未於公告時間內申請者，視同放棄。申請程序如下：

一、 學士班：

(一) 當年度入學新生抽籤作業：於線上系統完成登錄後，由電腦抽籤決定

宿舍棟別。住宿床位逕由住宿服務組安排。

- (二) 舊生(含僑生、外籍生)抽籤作業:於線上系統完成登錄後,由電腦抽籤決定中籤者及宿舍棟別。違規記點五點以上,且未完成銷點者,中籤機率最高為5%。中籤者應依公告時程完成床位選填及確認住宿床位相關事宜。
- (三) 舊生優先住宿申請:符合本規則第四條第二項各款情形者,經審查小組審查,簽請學生事務長核定後,保留床位資格。其住宿棟別由住宿服務組統一安排,學生應依公告辦理選填床位手續。

二、 碩博士班:

- (一) 抽籤作業:碩士班一至二年級、博士班一至三年級在學生(不含在職專班)應至線上系統完成登錄,由電腦抽籤決定中籤者及宿舍棟別。違規記點五點以上,且未完成銷點者,中籤機率最高為5%。住宿床位逕由住宿服務組安排。
- (二) 續住申請:原住宿碩士班一至二年級、博士班一至三年級在學生應至線上系統完成申請。但有宿舍違規記點紀錄者,不得申請續住。

三、 遞補申請:住宿服務組得視各期別床位狀況,辦理遞補作業。申請資格等資訊依公告說明為準。

Article 5

The Housing Service Division shall publicize the application schedule for bed assignments for the following academic year. Students who need dormitory accommodation shall complete their application within the officially designated period. A student who fails to register by the designated deadline shall be seen as having forsaken the right to dormitory accommodation. An application for dormitory residence shall be processed for approval as follows:

1. Undergraduate programs:

- (1) Bed assignment lot-drawing operation for new students: New students admitted in the current year shall register online in order of preference for a computer-selected dormitory. Bed assignments will be administered by the Housing Service Division.
- (2) Bed assignment lot-drawing operation for continuing students (including overseas compatriot students and foreign students): A continuing/returning student who already has admission to NCKU shall log onto the website of the Housing Service Division to register in order of preference for dormitory accommodation, with successful applications chosen by a computer lot drawing operation. Those who have received five or more violation points will be chosen for dormitory assignment by lot drawing at a rate of 5% or less. A student who is assigned a dormitory shall choose a room within the designated period in order to complete the administrative procedures of accommodation for a personally-preferred bed assignment with the Housing Service Division.
- (3) Application for advance bed reservation by continuing students: For students who meet the qualifications, as defined in Items 1 to 10 under Subsection 2 of Article 4, an application for an advance bed reservation

should be submitted, which shall be approved by the Review Panel and ratified by the Vice President of Student Affairs. The dormitory and bed assignment will be administered by the Housing Service Division. A student who is assigned a dormitory shall complete the administrative procedures of accommodation for a personally-preferred bed assignment according to the notice of the Division.

2. Graduate Programs:

(1) Lot-drawing operation: MA program students in the first two years of studies, and doctoral students in the first three years of studies (excluding in-service master's programs) shall log onto the website of the Housing Service Division to register in order of preference for dormitory accommodation, with successful applications chosen by a computer lot drawing operation. Those who have received five or more violation points will be chosen for dormitory assignment by lot drawing at a rate of 5% or less. Bed assignments will be administered by the Housing Service Division.

(2) Continued accommodation: MA program students in the first two years of studies, and doctoral students in the first three years of studies shall log onto the website of the Housing Service Division to register for continued dormitory accommodation and complete an application for it. Those who have received any violation points are not eligible to register for continued accommodation.

3. Application for filling up of vacancies: The Housing Service Division shall administer the operation for filling up of vacancies according to the qualifications specified in the public notice.

第六條 寒暑假之住宿及管理，由住宿服務組與宿舍自治委員會協調後執行。寒暑假住宿要點，另訂之。

Article 6 Dormitory accommodation and operation during summer and winter breaks shall be administered by the Housing Service Division in coordination with the Self-governed Committee of Student Dormitories. Student dormitory accommodation during the summer/winter break period shall be regulated in a separate text.

第七條 經核准住宿之學生，進住程序如下：

- 一、 新生應於學校公告開放進住日七日前完成繳費，並於進住日起一週內，向所住宿舍之宿舍服務幹部或管理人員報到，確認住宿。如無住宿需求時，應於公告日期前，完成退宿手續。
- 二、 舊生應於公告繳費期限內，繳交住宿費，並於開學後一週內，向所住宿舍之宿舍服務幹部或管理人員報到，確認住宿。
- 三、 未完成繳費手續或確認進住程序者，其床位得由住宿服務組逕行辦理遞補，且不得申請其他宿舍，並依本校學生獎懲要點辦理。
- 四、 經核准遞補床位之學生，其收費標準依公告開放進住日起，按週次比率核算之。

進住程序依上開各款規定辦理之。

- 五、 住宿學生應依「國立成功大學學生健康檢查及疾病檢查實施要點」，完成健康檢查並繳交報告，始得入住。未完成者，應於通知後十日內補正，否則取消住宿資格。

因傳染病、天災或人禍等不可抗力因素致居住健康或安全有疑慮時，本校得重新調整住宿生之宿舍棟別、床位或終止契約。

Article 7

Any student whose accommodation has been approved shall move into the dormitory in accordance with the following procedures:

1. An incoming student shall have the dormitory fee paid seven days before the officially-designated date of residence admission, and register with a dormitory service officer or a dormitory manager for a final confirmation within the first week of residence. Those who do not need dormitory accommodation shall have an application for residence cancellation processed and completed by the designated deadline published by NCKU.
2. A returning student who already has admission to NCKU shall pay the dormitory fee by the officially-designated deadline specified in the public notice, and register with a dormitory service officer or a dormitory manager for a final confirmation within the first week of residence.
3. Should a dormitory student fail to have the dormitory fee paid or to have the accommodation registered and confirmed within the officially-designated period, the vacancy shall be filled upon the approval of the Housing Service Division. Meanwhile, the violator will not be allowed to apply for another dormitory accommodation and shall be disciplined according to *National Cheng Kung University Directions for Student Rewards and Penalties*.
4. A student who has been approved to fill a vacancy shall be charged with a dormitory fee calculated by the number of weeks from the first day of residence at the officially-designated rate, and shall move into the dormitory in accordance with the aforementioned procedures.
5. Students should complete a physical examination and report submission before they are allowed to reside in the dormitory according to NCKU Guidelines for Medical Examination Requirements and Health Checks of Students. Those who fail to complete the procedures shall do so accordingly within ten days upon receipt of the notice, or will be disqualified from dormitory accommodation.

When residence safety and security are jeopardized due to medical quarantine, natural disasters or human errors, NCKU shall make available an emergency dorm reassignment for dormitory students.

第八條

為正向鼓勵並促進同學優良德行，以提升住宿生活品質，本校學生有熱心宿舍公益活動或善行義舉者，得優良記點。記點標準如下：

- 一、 參加住宿服務組所舉辦之單次活動者，每參加一次記一點。

- 二、 參加宿舍各項活動比賽前三名得獎者，記一至二點。
- 三、 參與宿舍志工服務者，每服務 6 小時記一點，每學期不得少於 24 小時。
- 四、 其他足資獎勵之行為，記一至三點。

前項第三款所稱之志工，係指本校學生出於自由意志，不以獲取報酬為目的，以提高學生宿舍服務效能及增進住宿服務品質，並經公告後徵選合適之人選。

優良記點，由學生宿舍行政人員或服務幹部提出建議，經住宿服務組組長核定之。

優良記點與違規記點互相抵銷，惟屬重大違規被勒令退宿者，不得以優良記點與勒令退宿相抵。

優良記點累計點數列入爾後每學年併計之。

參加床位抽籤者，得使用優良記點點數，以增加中籤機會。經使用優良點數者，其點數歸於消滅。遞補順序依點數多寡決定之，如點數相同時，則由系統隨機取之。

Article 8 In order to encourage students to practice virtues and raise the living quality in the dorm, NCKU students who are found to have enthusiastically carried out a charitable activity related to the dorm, or otherwise have conducted a good deed, will be given merit points according to the following criteria:

1. One point for attendance at an event held by the Housing Service Division.
2. One to two points recorded for being one of the top three winners in a dormitory activity.
3. One point for six hours of dorm-related voluntary service, with a minimum of 24 hours per semester.
4. One to three points recorded for any other commendable conduct.

A dormitory volunteer worker, defined in Item 3 in this Article, refers to an NCKU student who works voluntarily and without any payment to raise dormitory service effectiveness and quality. These workers shall be chosen through a screening process following a related public notice.

A merit-point proposal should be made by a dormitory administrative staffer or a dormitory service officer and approved by the Director of the Housing Service Division.

The number of merit points will automatically eliminate the equivalent number of violation points previously given. However, this elimination rule does not apply to a resident student who is ordered to withdraw from residence in a severe violation of dormitory regulations.

The merit points shall continue to count in the following academic year.

Applicants for dormitory accommodation are entitled to use merit points to increase their

chances of winning the computer lot-drawing operation. If chosen, applicants who used their merit points for the lot-drawing operation shall have all their points cleared from the record. If not chosen, applicants with more merit points will be given priority for dormitory assignment in the event of any vacancies. If not chosen, applicants with the same number of merit points will be chosen by lot-drawing to fill a vacancy.

第九條

為維護宿舍安全及秩序，採違規記點制度。凡本校學生於宿舍區經宿舍管理人員、宿舍輔導人員或宿舍服務幹部執行違規記點，累滿十點(含)者提交學生宿舍違規審議小組審議後，簽請住宿服務組公告執行。學生宿舍違規審議小組設置要點，另訂之。

經勒令退宿者，自核定日起，喪失住宿資格，已申請之各期別床位逕行取消，並應於十日內完成離宿清點手續。已繳交住宿相關費用，不予退還，其行為違反校規者，依學生獎懲要點處置，並得視違反情節輕重，併處以下停權措施：

- 一、 停止一年住宿權。如欲復權，須於停權期滿前完成銷點，始得於停權期滿後，再次申請住宿。
- 二、 停止二年住宿權。如欲復權，須於停權期滿前完成銷點，始得於停權期滿後，再次申請住宿。
- 三、 永久停止在學期間住宿權。

宿舍違規行為，記點標準如下：

- 一、 頂讓床位或未辦理床位申請私自搬入宿舍，記十點。
- 二、 賭博、吸菸(含各類型吸食器)、施暴、滋事、霸凌、肢體衝突等，記十點。
- 三、 放置或使用危險物、違禁物、易燃物品、於宿舍用火或燃燒物品，記十點。
- 四、 訪客(含非該棟之居民)於零時至八時逗留於宿舍(女生宿舍會客時間另訂之)，該訪客及受(邀)訪之住宿生皆記十點。
- 五、 竊取他人財物或未經許可使用他人物品，記十點。
- 六、 於宿舍內如有相當於本校學生獎懲要點第八點第一項第七、九、十、十一款與第九點第一項第三款之情事。記十點。
- 七、 宿舍內禁止使用或放置違規電器。放置違規電器，每項違規電器記八點。使用或再次放置違規電器，每項違規電器記十點。

宿舍內禁止之電器如下：

- (一) 電熱或發熱烹飪設備。
 - (二) 直接供電功率 500W(瓦)(充電使用不在此限)以上之電器包含各式充電設備，吹風機、電腦及整髮器不在此限。
 - (三) 電力儲存設備供電電壓 35V(伏特)以上者容量不得超過 10000mAh(毫安培小時)。
 - (四) 其餘須禁止電器由各舍生活公約訂定之。
 - (五) 因特殊需求之電器需檢附相關證明文件，事先向住宿服務組申請審核通過。
- 八、 私自更換寢室、申請轉換宿後未於規定時間內辦理手續或非為緊急災難所需之爬窗或爬牆行為，記八點。
 - 九、 住宿生應依公告期限完成繳費並出示繳費證明。如有特殊狀況，應主動於繳費

截止期限前向本組申請延期繳費，經本組核准者，始得延期繳費。

未於公告期限內主動出示住宿費繳費證明、低收、住宿費就貸證明者，記五點。
經公告期限一週後仍未主動出示住宿費繳費證明、低收、住宿費就貸證明者，加計五點。

- 十、破壞宿舍公物及設備情節較輕者，記五點。情節重大者，記十點。
- 十一、在寢室內飼養動物或寵物。記五點。
- 十二、未依《國立成功大學學生個人非燃油載具停放寢室規定》擅自於宿舍停放各式載具，記五點。
- 十三、影響公共安寧、公共衛生、公共安全，記四點。情節重大者，記十點。
- 十四、非宿舍公務之寢室宣傳、引介商人進出宿舍買賣物品。記四點。
- 十五、未經宿舍管理人員同意，於公共區域(如走廊、寢室門前、窗台等)任意擺放私人物品，佔用公共區域。記四至五點。
- 十六、未於規定期限內完成離宿清點手續者，視違反情節輕重，記五至八點，並得收清潔費新臺幣壹仟元。

前項記點超過八點者，須由學生宿舍輔導員、管理人員或服務幹部提出，經住宿服務組組長核定之。

違規記點得由違規學生提出銷點申請，以校園服務抵之，三小時抵一點，每次申請應以抵完違規點數為準。校園服務工作內容由住宿服務組分配之。

違規點數累計未達十點者，仍有住宿申請權；但累計點數列入爾後每學年併計之。

其他未載明之違規行為或違規記點之執行細則，得由學生宿舍自治委員會授權各宿舍依實際情況以住宿生活公約酌處之，住宿生活公約與本管理規則牴觸者無效。

違反本條各項規定之處理，悉依學生宿舍住宿契約書為準。

有違反上述各項規定之虞者，宿舍管理相關人員在徵得寢室一位同學同意或經住宿服務組組長以上之主管同意後，由宿舍服務幹部陪同下進入寢室進行瞭解；如有檢查必要時，應知會學生進行。但遇有緊急情況，須急速處理時，得逕行進入寢室瞭解與檢查，以維護宿舍安全與秩序。經瞭解與檢查，違反上述各項規定屬實者，依前項程序處理之。惟涉及違犯法律規定且已進入司法程序者，則依法律規定處理之。

Article 9

In order to maintain dormitory safety and order, a dormitory violation point system shall be instituted. NCKU students who commit any dormitory violation shall receive a number of violation points from a dormitory manager, a resident counselor or a dormitory service officer. Any NCKU student whose violation points amount to a total of 10 or more shall be reported for a review by the Student Dormitory Violations Review Committee, whose resolution shall be submitted to the Housing Service Division for publication and implementation. The Student Dormitory Violations Review Committee shall be regulated in a separate text.

Students who are ordered to withdraw from the dormitory will lose their qualifications for

dormitory accommodation from the date of approval. Accordingly dormitory assignment for each period they have applied for will be cancelled, and they are required to complete the procedures for departure from the dormitory within 10 days. These students are not entitled to receive any refund and shall be disciplined for violations of school regulations according to *NCKU Rules for Student Rewards and Penalties*. Meanwhile, they shall lose the right to dormitory accommodation, with the extent of this based on the severity of violations, as regulated below:

1. Suspension of the right to dormitory accommodation for the current academic year: The violator shall not be allowed to apply for dormitory accommodation until the clearance of violation points following the expiration of the suspension.
2. Suspension of the right to dormitory accommodation for the current and following academic years: The violator shall not be allowed to apply for dormitory accommodation until the clearance of violation points following the expiration of the suspension.
3. The violator shall permanently be deprived of the right to dormitory accommodation.

The violation point system shall be based on the following criteria:

1. Ten points for an unauthorized changeover of bed space or moving in without prior application.
2. Ten points for gambling, smoking (including various suckers), using violence, provoking troubles, bullying, or physically fighting.
3. Ten points for the use or storage of any hazardous materials, prohibited or flammable items, or for using fire or burning items in the dormitory.
4. Ten points for having visitors overnight. All visitors, including residents of other dorms, shall leave the dorm before 00:00 (A schedule for visitors to a female dormitory shall be established separately). A dormitory student who has any visitors in the dorm between 00:00 and 08:00 shall be seen as violating the overnight stay rule, punishable for both the dormitory student and the visitor if he or she is an NCKU student.
5. Ten points recorded for theft or unauthorized use of others' items.
6. Ten points for violations equivalent to those specified in Items 7, 9, 10 and 11 under VIII, or in Item 3 under IX of *NCKU Rules for Student Rewards and Penalties*.
7. Electric appliances are prohibited in the dormitory. Eight points are recorded for personal storage of each item, and ten points are recorded for personal use of each item or repeated violation of personal storage.

The electric appliances prohibited in the dorm are as follows:

- (1) Cooking equipment with functions of electricity generation and heating.
- (2) Any electric devices or power suppliers that supply directly over 500W (except for electricity charge), excluding hairdryers, computers, and hair dressing items.
- (3) Any electricity storage devices with a power supply voltage of over 35 and a capacity of over 10000mAH.

- (4) Other prohibited items as designated by each dormitory and stipulated in its residence agreement.
 - (5) Other items may be allowed if there is proof of a special need for them, although a related application must first be approved by the Housing Service Division.
8. Eight points for exchanging rooms without prior school permission, failing to complete procedures required for an approved application for exchanging rooms by the designated deadline, climbing through a window or climbing walls without any emergency or disaster.
 9. Dormitory students shall complete their payment and submit their receipt to the Housing Service Division by the university-designated deadline. Under special circumstances, dormitory students shall apply for a delayed payment by the university-designated deadline, which shall be approved by the Housing Service Division.

Those who fail to submit their payment receipt, low-income household status certificate or accommodation loan certificate by the officially publicized deadline shall be disciplined with five violation points.

One week after the officially publicized deadline, those who fail to submit their payment receipt, low-income household status certificate or accommodation loan certificate shall be disciplined with another five violation points.
 10. Five points recorded for a less severe damage deliberately done to any dormitory property or facility, and ten points recorded for a severe damage deliberately done to any dormitory facility or property.
 11. Five points for raising any animal in the dormitory.
 12. Five points for various forms of vehicles deliberately parked in a dormitory room in defiance of the NCKU Regulations Governing Non-fuel Vehicles Parking in the Student Dorms.
 13. Four points recorded for an act in violation of public peace, sanitation or safety in the dormitory, and ten points for an act in case of a severe violation.
 14. Four points for allowing anyone to undertake any commercial activity in the dormitory.
 15. Four to five points for an occupation of public space for personal belongings without the consent of any dormitory management personnel. A violator who fails to respond to a warning notice shall be given four to five points.
 16. Five to eight points in terms of severity for failing to complete the property checkup procedures for residence withdrawal by the designated deadline. In addition, a cleanup charge of NT\$1,000 shall be imposed on the violator.

A proposal to give a student more than eight violation points for dormitory violations should be made by a resident counselor, a dormitory manager or a dormitory service officer, and approved by the Director of the Housing Service Division.

A dormitory student may apply 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 Housing Service Division.

A dormitory student who has received a total of less than 10 violation points maintains their eligibility to apply for accommodation. However, the violation points shall continue to count in the following academic year.

A dormitory student whose act of violation is not specified in these rules shall receive a number of violation points regulated by the relevant dormitory office under the authorization of the Self-governed Committee of Student Dormitories in accordance with the dormitory accommodation convention. Any rule in the convention that is in conflict with the NCKU Student Dormitory Regulations shall be null and void.

A fine imposed on any violation stated above, if applicable, shall be enforced in accordance with *NCKU Student Housing Contract*.

When a dormitory student is alleged to have committed a violation stated above, a dormitory management official shall move in the company of one dormitory service officer to inspect the dormitory room in question with the consent of one of the roommates or upon approval by any official superior to the Director of the Housing Service Division. If it is necessary to conduct an investigation, the alleged student should be informed. Nevertheless, in case of any emergency that requires an urgent response for the sake of dormitory safety and order, the relevant personnel shall launch an immediate inspection or investigation. As a result of the inspection or investigation, a dormitory student who is found to have committed the alleged violation shall be dealt with according to the aforementioned rules. If the violation involves an infringement of the law and a judicial process, it shall be handled according to the law.

第十條 為增進住宿學生之責任感，培養重視財物保管及愛惜物力之習慣，宿舍公物之維護，依下列規定辦理：

- 一、 住宿同學進住宿舍後，應依據財產卡所載內容，逐一核對，並於住宿期間妥善保管寢室公物。於遷出寢室時，應依規定辦理遷出手續，逾期未辦者，得由檢查人員自行進入檢查並認定公物損壞程度，原住宿者不得有異議。私人物品如未清除，視同廢棄物處理，並酌收清潔費新臺幣壹仟元。如有損壞或遺失公物者，應依財產清單價值表規定賠償。
- 二、 住宿同學辦理遷出寢室手續時，應同時繳交住宿相關積欠費用（如：行政手續費、清潔費、公物損毀賠償及電費等）。未繳者，除取消往後之住宿權利外，另依本校學生獎懲要點議處。

Article 10 In order to help dormitory students foster their sense of responsibility and encourage them to cherish property and resources, the dormitory shall have its equipment and facilities preserved and maintained in the following manner:

1. Upon admission into the dormitory, a resident student shall have all items of public

property checked and confirmed against a property checklist received from a dormitory manager. A dormitory student should preserve and maintain the public property properly during their residence. A resident student who is scheduled to move out of the originally assigned bedroom shall have the procedures for withdrawal from the original residence completed and confirmed by the management office within the designated period. Should an outgoing resident student fail to have the procedures duly completed, the dormitory inspector is authorized to enter the room to inspect and evaluate the status of the public property with no complaint or objection allowed. Meanwhile, any personal belongings left behind by a student shall be disposed of as waste with a cleanup charge of NT\$ 1,000. For any dormitory property that is damaged or lost, a sum of money shall be paid in compensation according to the checklist of property values.

2. An outgoing resident student shall pay all the arrears they are responsible for (such as a processing fee, a cleanup fee, a compensation for public property damage, and an electric bill) as one of the procedures for withdrawal from the originally assigned bed room. Those who fail to do so shall be deprived of their eligibility for future dormitory accommodation, be disciplined according to the NCKU Rules for Student Rewards and Penalties..

第十一條

住宿期限以一學年為原則，但有特殊情況須退宿者，依下列各款程序辦理退宿。

- 一、 因個人原因自行辦理退宿者，須至住宿服務組辦理退宿申請、完成離宿清點手續。
- 二、 自請休學、退學者，須於離校手續核章前辦理退宿與離宿清點。
- 三、 非自請退學者或學期中完成畢業離校者，應立即辦理退宿、離宿清點手續。但寒暑假畢業者，得住至寒暑假結束，配合離宿期限完成清點手續。
- 四、 非屬在學期間，一併取消已申請之所有床位。

Article 11

In principle, a dormitory student is obligated to reside in the dormitory for one academic year. However, based on exceptional circumstances, a dormitory student may apply for residence cancellation, which shall be processed as follows:

1. Those who apply for residence cancellation for a personal reason shall submit their application to the Housing Service and complete the pre-departure property checkup.
2. Those who have completed their application for study suspension or who have been dismissed shall complete their withdrawal from residence and pre-departure property checkup before their application for departure from NCKU can be approved.
3. Those who must leave NCKU for dismissal or graduation during the semester should instantly complete their withdrawal from residence and pre-departure property checkup. However, those who will graduate during summer/winter break may reside in the dorm to the end of the summer/winter break and then shall complete the pre-departure property.
4. All applications for bedroom assignment by those who are not enrolled as NCKU students during the duration of studies shall be cancelled.

第十二條 住宿生遷出寢室時，應向宿舍管理人員繳還或清點公物及設備，並完成財產清點手續(含寒、暑假離宿之清點)，如有遺失或毀損情形，依第十條規定辦理之。

住宿期滿離宿者，應至各宿舍管理人員處填妥離宿清點表，經舍長及管理員清點無誤，送交住宿服務組審核通過後，始完成手續。

住宿未期滿退宿者，應繳交退宿申請表或報告書，經住宿服務組審核通過後，至各宿舍管理人員處填妥退宿申請單、離宿清點表，經舍長及管理員清點無誤，始完成手續。

未於規定期限內完成清點手續者，除依學生宿舍住宿契約書處理外，視同宿舍違規行為，記點罰則依本規則第九條辦理之。

Article 12 A dormitory student who withdraws from the originally assigned bedroom for whatever reason shall have all N CKU property and equipment checked and confirmed by the management personnel according to the property checklist (including any withdrawal undertaken during summer and winter breaks). Any property damage or loss shall be handled in accordance with Article 10.

A dormitory student whose term of accommodation is due shall complete a dormitory property checklist for departure, which shall be checked by the dormitory head and management personnel, and confirmed by the Housing Service Division.

A dormitory student intending to withdraw before the end of accommodation term shall submit to the Housing Service Division an application or a report for residence withdrawal. Upon approval, the student shall proceed to complete a dormitory property checklist for departure, which shall be checked by the dormitory head and management personnel, and confirmed by the Housing Service Division.

Those who fail to complete the property checkup by the designated deadline, besides being dealt with in accordance with *NCKU Student Housing Contract*, shall receive violation points in accordance with Article 9.

第十三條 住宿學生辦理退宿時，除依學生宿舍住宿契約書酌收手續費外，並依下列各款標準辦理收、退費：

- 一、 於學校公告開放進住日前辦理退宿者：全額退還已繳住宿費；尚未繳費者免繳。
- 二、 新、舊生於學校公告開放進住日起辦理退宿者：住宿費以每日新臺幣壹佰伍拾元收取住宿費。其計費日數以辦理財產清點之日為基準日。最高以全額住宿費為限。
- 三、 因休、退學、畢業及意外事故不能續住申請退宿者，得免收手續費，其住宿費退費標準如下：
 - (一) 自公告開放進住日起至學期第六週止：退還十二週。
 - (二) 自學期第七週起至學期第十二週止：退還六週。
 - (三) 自學期第十三週起：退還學期賸餘週數金額之二分之一。

除前項各款情形外，均視為未放棄該床位，仍應繳交全額住宿費且不得退費。

Article 13

As part of the procedures for residence withdrawal in accordance with *NCKU Student Housing Contract*, a dormitory student shall pay a processing fee and process the payment/refund for a dormitory fee as follows:

1. A full refund shall be paid to a student who has paid the dorm fee and who has completed the procedures for residence withdrawal before the designated date of residence admission. An eligible student who has not paid the dorm fee will be exempted from the payment.
2. A charge of NT\$150 per day imposed on an incoming/returning student who fails to complete the procedures for residence withdrawal shall be paid starting from the date of residence admission to the date of property checkup for resident withdrawal. The total charge is subject to a maximum of the full dormitory fee.
3. A dormitory student whose resident status is terminated as a result of study suspension, expulsion, graduation or accident may apply for residence withdrawal without any processing fee and will be refunded the accommodation fee as follows:
 - (1) Two-thirds of the accommodation fee (i.e., the amount charged for the remaining twelve weeks of accommodation) will be refunded to students who complete their application for withdrawal during the period of residence from the opening day of school up to the sixth week of the semester.
 - (2) One third of the accommodation fee (i.e., the amount charged for the remaining six weeks of accommodation) will be refunded to students who complete their application for withdrawal during the period of residence from the seventh week to the twelfth week of the semester.
 - (3) Only half of the equivalent amount calculated on pro rata basis for the remaining weeks will be refunded to students who complete their application for withdrawal after 13th week of residence in the semester.

Accordingly, in all circumstances other than those stated above, a dormitory student shall be considered to have retained a bed space and be required to pay a full dormitory fee.

第十四條

為落實生活輔導及管理，並提供住宿生適時之服務，各宿舍應設置宿舍服務委員室；另由宿舍輔導人員、宿舍管理人員及宿舍服務幹部實施不定時巡查；必要時得由住宿服務組招募服務志工協助之。

為落實宿舍安全，住宿生須於住宿期間接受防災疏散暨緊急避難等安全教育訓練。未能接受宿舍安全教育訓練者，管制其住宿申請。宿舍安全教育實施方式與認證，由住宿服務組律定之。

Article 14

An office for the Dormitory Service Committee shall be established within every dormitory to help implement every measure of life counseling and management, and provide timely services to resident students. Meanwhile, resident counselors, the dormitory management

personnel, and dormitory service officers shall conduct a random patrol around each dormitory on an occasional basis. When necessary, the Housing Service Division shall recruit volunteers to help with its operations.

To maintain dormitory safety, resident students are obliged to receive safety education on disaster prevention, evacuation, emergency relief and shelter. Those who fail to do so shall be subjected to administrative scrutiny for accommodation application. The dorm safety education program and attendance certification shall be regulated by the Housing Service Division.

第十五條

為瞭解學生住宿及宿舍安全之情形，每學期宿舍輔導人員須率同宿舍管理人員及宿舍服務幹部實施宿舍普查乙次(必要時得增加局部抽查或普查次數)。普查前應先行公告，住宿生均應配合，不得規避。

住宿生未能於公告期間內接受普查者，須於事前提出說明，並於公告補普查之期間內完成普查。

公告補普查期限之後再完成普查者，視為延遲普查，屬違規行為，違規記點罰則由住宿服務組律定之；惟有特殊理由者不在此限。

未依前述規定完成普查者，除取消住宿資格外，應即辦理退宿申請手續，並須繳納全額住宿費。未繳納住宿費者，不得申請其他宿舍，並依本校學生獎懲要點辦理。

公告補普查期限後三日內，各宿舍服務幹部應依實際狀況填寫普查報告表，送住宿服務組辦理。

Article 15

A dormitory census shall be conducted every semester by the counselors in the company of dormitory managers and dormitory service officers in order to better understand issues related to accommodation and dormitory safety. When necessary, a census or a random sampling survey may be more frequently conducted. Any census shall be publicized in advance, and all dormitory students should comply with the necessary actions.

A dormitory student unavailable for a dormitory census within the officially publicized period shall give a reason for this to the relevant office in advance, which will result in a later census within another officially publicized period.

A dormitory student whose census is completed after the additionally given period under no special circumstance is seen as a violator having delayed the regular census, and shall thus be given a number of violation points ruled by the Housing Service Division.

A dormitory student who fails to respond to a census according to the above rules shall be disqualified for dormitory accommodation, and thus required to complete procedures of withdrawal with a payment of the full accommodation fee. Those who fail to pay the accommodation fee will not be allowed to apply for another dormitory accommodation and

shall be disciplined according to National Cheng Kung University Directions for Student Rewards and Penalties

Within three days after the additionally given period for a census, the service officers of each dormitory shall submit a report to the Housing Service Division as a basis for administration.

第十六條 為維護宿舍公物及設備之堪用，由總務處、學生事務處，負責學生宿舍之修繕維護、改良及保養工作。

一、 營繕：

- (一) 宿舍修繕事宜，由住宿同學或宿舍服務幹部至服委室填寫申請修繕登記表，由宿舍管理人員確認後向住宿服務組報修；再由住宿服務組或營繕組實施維修。
- (二) 宿舍土木或水電修護由總務處營繕組，負責檢修與維護；小型、簡易及需外包之修繕得由住宿服務組逕行處理，以爭取時效。

二、 保養：

- (一) 專門技術設施設備：由總務處負責派人保養，如：瓦斯鍋爐、發電機、飲水機及電梯等設備。
- (二) 一般生活設施：由本組自行雇工維護。
- (三) 各寢室公物：由住宿學生負責保養維護。

三、 整潔維護：

- (一) 宿舍清潔由宿舍管理人員或宿舍服務幹部共同督導，清潔範圍包含宿舍外圍環境整潔與花木維護、宿舍內公共設施、儲藏室、交誼室、地下室等。
- (二) 各寢室門窗、玻璃、地面、牆壁及所有設施均由住宿學生負責。

前述事項由學生宿舍自治委員會監督，得評定優劣，並隨時向住宿服務組提供改善建議。

四、 器具申請繳銷：

- (一) 宿舍所需器具，由宿舍管理人員向住宿服務組申請。
- (二) 非消耗品之器具，由管理人會同宿舍輔導員向住宿服務組提出，討論通過後由相關人員執行。
- (三) 不堪用之器具，由宿舍管理人員填報財產報廢單，連同廢品繳資產管理組，呈核銷帳。

五、 生活設施增設或改良：

住宿生若有增設或改良各類生活設施之需求，應透過學生宿舍自治委員會向住宿服務組提出申請；再由住宿服務組會同總務處評估辦理之；否則學生宿舍自治委員會可拒絕之。

Article 16 The Office of General Affairs and the Office of Student Affairs shall be responsible for the maintenance, renovation, and preservation of dormitory properties and facilities to ensure their sustainability and endurance.

1. Repair work:

- (1) When informed of a repair problem, a dormitory student or a dormitory

service officer shall have a repair application form completed at the office of the Dormitory Committee. The completed form shall be confirmed by a dormitory manager and submitted to the Housing Service Division. Afterwards, the Housing Service Division or the Construction and Maintenance Division will assign personnel to complete the repair work.

- (2) A major repair involving a dormitory structure, water or electrical supply shall be conducted by the Construction and Maintenance Division under the Office of General Affairs. Minor repairs, including any outsourcing repair job, may be performed by the Housing Service Division.

2. Maintenance:

- (1) Specialized technical facilities (such as gas boilers, generators, drinking fountains, and elevators): maintained by personnel designated by the Office of General Affairs.
- (2) General dormitory facilities: maintained by personnel designated by the Housing Service Division.
- (3) Public facilities in the dormitory room: maintained by resident students.

3. Sanitation Maintenance:

- (1) Both dormitory management personnel and service officers are responsible for supervising sanitation and general maintenance around the dormitory, including the flowers, plants and lawns on the periphery of the dormitory, dormitory facilities for public use, the storage room, the social lounge and the basement.
- (2) A dormitory room shall be maintained in a clean and orderly condition by the resident students, including the door, windows, floor, walls and other items.

Dormitory room maintenance for sanitation, as stated in the preceding clause, shall be supervised and evaluated by the Self-governed Committee of Student Dormitories, which may refer a room at any time to the Housing Service Division for improvement.

4. Application for required and disused equipment:

- (1) Applications for equipment required for the dormitory shall be submitted by the dormitory management personnel to the Housing Service Division.
- (2) Applications for non-consumable equipment shall be submitted by management personnel in collaboration with dormitory counselors to the Housing Service Division.
- (3) The dormitory management personnel shall have a form for property disposal completed and submitted with unsustainable equipment to the Property Management Division.

5. Application for living facilities to be improved:

The demand by resident students for a living facility to be improved shall be proposed to the Self-governed Committee of Student Dormitories, which shall have

the application submitted and reviewed by the Housing Service Division, as well as the Office of General Affairs. A facility installed or renovated by the Office of General Affairs in the absence of the aforementioned procedures may be rejected by the Self-governed Committee of Student Dormitories.

第十七條 本校任何團體或個人，欲申請宿舍場地舉辦活動者，須依各宿舍場地借用辦法提出申請，經同意後始得使用，各宿舍場地借用辦法另定之。

Article 17 Any individual or group affiliated with the University who plans to use the dormitory as a venue for an event shall submit an application form for approval according to the rental rules for the use of dormitory facilities, which shall be formulated in a separate text.

第十八條 本規則經學生事務會議通過後施行，修正時亦同。

Article 18 These regulations shall be approved by the Student Affairs Council before taking effect. Amendments shall be processed accordingly.

*本管理規則中英對譯如有差異，以中文文意為主。

** These regulations were translated from the original Chinese. In the event of any discrepancy between the two versions, the Chinese always takes precedence.*