

國立成功大學學生宿舍短期住宿要點

NCKU Directions for Short-Term Dormitory Accommodation

113.12.20 113 學年度第 1 學期學生事務會議通過
Approved by the Student Affairs Council in the fall semester of the 2024-25 academic year on Dec. 20, 2024
114.06.06 113 學年度第 2 學期學生事務會議通過
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一、國立成功大學（下稱本校）為辦理學生宿舍短期住宿事宜，依據本校學生宿舍管理規則第六條規定，訂定本要點。

I. These Directions are established by National Cheng Kung University (NCKU) to administer short-term dormitory accommodation in accordance with Article 6 of National Cheng Kung University Student Dormitory Regulations.

二、適用對象：

II. Eligible applicants:

(一) 本校學生：本校學士、碩士或博士班在學生。

(I) NCKU students:

Enrolled students on undergraduate programs, master's programs, and doctoral programs

(二) 來校交換生：校、院或系級簽約學校學生配合本校學年或學期起迄來校交換並有交換期間住宿床位者。

(II) Inbound exchange students:

Students undertaking exchange programs on the basis of a semester or an academic year with dormitory accommodation, under contracts signed by academic units at all levels of NCKU.

(三) 非本校學生：

(III) Non-NCKU students:

1. 本校各單位或系所簽辦之交流學生或實習學生。

1. Students approved in an official report submitted by a unit or department/institute of NCKU for academic exchange or internship.

2. 本校各單位、系所或社團舉辦營隊活動或課程之參加學生。

2. Students participating in camp activities or courses organized by a unit, department/institute, or student society of NCKU.

3. 因緊急或特殊需求，至宿舍陪伴照護傷病住宿生之親友。

3. Family members or friends of a sick or injured resident student who need to be present in the dormitory to provide special care for the student due to an emergency.

三、申請方式及開放申請項目：

III. Application procedures and available accommodation options:

(一) 本校學生：

(I) NCKU students:

1. 住宿生：得申請住宿期別之提前入住或延長住宿。

1. Resident students: Students may apply for early admission or extended stay for their designated accommodation period.

2. 非住宿生：得申請所需起訖期間之住宿。

2. Non-resident students: Students may apply for their required accommodation period.

(二) 來校交換生：經所屬單位或系所核可後，由本人向住宿服務組申請於來校交換當學期之提前進住或延長住宿。如為團體住宿，應由本校所屬單位或系所檢附相關證明

文件，向住宿服務組提出申請。

- (II) Inbound exchange students: Upon approval by the exchange program-offering unit or department/institute, students may apply to the Housing Service Division for early admission or extended stay for accommodation during their semester of the exchange program. For a group of students, the exchange program-offering unit or department/institute shall apply to the Housing Service Division with relevant supporting documents for accommodation.
- (三) 非本校學生：由本校各單位、系所或社團檢附相關證明文件，向住宿服務組申請所需起訖期間之住宿。
- (III) Non-NCKU students: Each unit, department/institute or student society as an organizer of an event shall apply to the Housing Service Division with relevant supporting documents on behalf of the participants for the required accommodation period.

四、短期住宿之床位安排，依下列方式辦理：

IV. Bed assignments for short-term accommodation shall be administered as follows:

- (一) 學生宿舍依序以本校住宿學生之學年、學期、寒暑假之全期住宿為優先，於床位調度有餘裕時，始得安排短期住宿。住宿服務組得視床位調度與整備需求，保留申請案之准否權。
- (I) According to the dormitory accommodation policy, priority should be given to NCKU resident students for full-term accommodation on the basis of an academic year or a semester, or during the winter and summer break periods. Short-term accommodation can only be arranged with available bed spaces. The Housing Service Division is entitled to approve applications based on bed availability and maintenance management.
- (二) 住宿生以原住宿棟別與集中住宿為原則，非住宿生之住宿棟別由住宿服務組視床位狀況安排。
- (II) In principle, resident students should be assigned to bedrooms in their original dormitory or in a designated dormitory for a concentrated accommodation. Non-resident students will be assigned to dormitories by the Housing Service Division based on bed availability.
- (三) 單一寢室安排人數應以滿房為原則，如因畸零數未達滿房，住宿服務組得調整住宿棟別、寢室或床位。
- (III) Applicants should be assigned to a single bedroom to its full capacity. If the number of applicants fails to reach the full capacity, the Housing Service Division shall adjust their assignments to the designated beds/rooms/dormitory buildings.
- (四) 除特殊事由另案經學生事務長核定外，下列期間不開放本校學士班新生與非本校學生之短期住宿：
- (IV) Unless otherwise approved by the Vice President for Student Affairs for special reasons, short-term accommodation for new undergraduate students and non-NCKU students is not allowed during the following periods:
 - 1. 學年床位整備期間：住宿服務組公告之新生開放入住日前十日起至新生開放入住日前一日止。
 - 1. The period of bed preparation for dormitory accommodation in the new academic year: a duration of ten days before the first day of residence admission as specified in the public notice of the Housing Service Division.
 - 2. 學年床位遞補期間：暑假住宿截止日起至學年開學前公告之床位遞補作業結束翌日止。
 - 2. The period of bed vacancy filling for dormitory accommodation in the new academic year: a duration from the day after the end of summer break accommodation to the day after the designated deadline for the administration of bed vacancy filling specified in the public notice before the beginning of the new academic year.

五、短期住宿之收費項目如下，收費標準依住宿服務組公告，電費皆另計之：

V. The fees for short-term accommodation, except the additionally-charged electricity fee, are charged in accordance with the fee-charging standards publicized by the Housing Service Division, which are specified as follows:

(一) 本校學生：依申請核可之住宿天數計收住宿費。

(I) NCKU students:

Accommodation fee will be charged for the approved accommodation duration.

(二) 來校交換生交換當學期之提前進住或延長住宿：依申請核可之住宿天數計收住宿費。

(II) Inbound exchange students applying for early admission or extended stay:

Accommodation fee will be charged for the approved accommodation duration.

(三) 非本校學生：

(III) Non-NCKU students:

1. 申請費：

1. Application fee:

(1) 團體申請費：符合下列條件者，每次新臺幣陸仟元，繳費後不予退還：

(1) Group application fee: NT\$6,000, non-refundable, charged for a group eligible with the following qualifications:

① 限同一團體。

① The same group.

② 住宿起迄日期與時間均相同。

② The same accommodation duration.

③ 住宿人數達 13 人以上。

③ A group of more than 13 members.

(2) 個人申請費：每人每次新臺幣伍佰元，繳費後不予退還。

(2) Individual application fee: NT\$500, non-refundable, charged per person, per application.

2. 住宿費：依申請核可之住宿天數計收。

2. Accommodation fee: charged for the approved accommodation duration.

3. 未於預訂入住日起算五個工作日前完成申請者，另計收行政手續費。

3. Students who complete their application after the deadline, originally set for the completion of the application five workdays before the first day of residence admission, shall be charged with an administrative processing fee.

六、申請後取消住宿之收費標準：

VI. The fee-charging standards for cancelled accommodation:

(一) 核定入住日前：

(I) Cancellation completed before the approved date of residence admission for accommodation:

1. 本校學生與來校交換生：行政手續費。

1. NCKU students and inbound exchange students: an administrative processing fee.

2. 非本校學生：申請費與行政手續費。

2. Non-NCKU students: an application fee and an administrative processing fee.

(二) 核定入住日起：

(II) Cancellation completed after the approved date of residence admission for accommodation:

1. 本校學生與來校交換生：

1. NCKU students and inbound exchange students:

- (1) 行政手續費。
- (1) An administrative processing fee.
- (2) 自核定入住日起至完成取消手續當日止之住宿費。
- (2) An accommodation fee charged for the duration from the approved date of residence admission to the date of cancellation applied for.
- (3) 完成取消手續翌日起至核定退房日止住宿費之二分之一，進位至十位數。
- (3) A fee charged in the amount of one half of the accommodation fee on a daily basis for the duration from the date of cancellation applied for to the approved date of residence withdrawal. The total amount of the fee shall be calculated with the number rounded to the nearest ten.

2. 非本校學生：

2. Non-NCKU students:

- (1) 申請費與行政手續費。
- (1) An application fee and an administrative fee.
- (2) 自核定入住日起至完成取消手續當日止之住宿費。
- (2) An accommodation fee charged for the duration from the approved date of residence admission to the date of cancellation applied for.
- (3) 完成取消手續翌日起至核定退房日止住宿費之二分之一，進位至十位數。
- (3) A fee charged in the amount of one half of the accommodation fee on a daily basis for the duration from the date of cancellation applied for to the approved date of residence withdrawal. The total amount of the fee shall be calculated with the number rounded to the nearest ten.

(三) 住宿期間受勒令退宿處分者，已繳納之住宿費，不予退還。

(III) Those who are disciplined with an ordered departure from the dormitory will not receive any refund of the accommodation fee they have paid.

七、申請短期住宿者，視同同意本校學生宿舍住宿契約書內容，應遵守之。住宿期間如有違規，依下列方式辦理：

VII. Applicants for short-term accommodation are considered to have agreed to National Cheng Kung University Student Housing Contract and shall comply with the Contract. Violations found during the accommodation shall be handled as follows:

(一) 本校學生：得按其情節之輕重，依本校學生獎懲要點辦理。

(I) NCKU students: Violators shall be disciplined in terms of severity in accordance with NCKU Rules for Student Rewards and Penalties.

(二) 來校交換生或非本校學生：得按身分別，轉請本校所屬單位、系所或社團通知其原籍學校，或依相關法律規定辦理。

(II) Inbound exchange students or non-NCKU students: A violator shall be referred to the unit, department/institute or student society as an exchange program/event organizer to notify the school of origin, or handle violations in accordance relevant regulations.

八、短期住宿人員於住宿期間遺失、毀棄或損壞宿舍之公物、設備或設施，或致令不堪使用者，應照價賠償。

VIII. Dorm residents who lose, destroy, or damage any public property, facility or equipment, or cause any items to be unusable during short-term accommodation shall pay compensation on the basis of the current repair/replacement cost.

九、未經核准擅自進住或不按指定床位進住者，除飭其立即遷出外，並得視違反情節輕重，依相關規定予以議處。

IX. Applicants who move in without approval or who fail to reside in the assigned bedroom shall be ordered to depart from the dormitory immediately. Meanwhile, violations shall be handled in terms of severity according to relevant regulations.

十、短期住宿人員於住宿期間，應接受宿舍管理相關人員之管理、不定期訪視、普查及抽查。

X. During short-term accommodation, residents should cooperate with relevant dormitory management personnel to facilitate their dorm management, unscheduled bedroom inspections, and regular censuses.

十一、本要點經學生事務會議通過後實施，修正時亦同。

XI. These Directions shall be approved by the Student Affairs Council before taking effect. Amendments shall be processed accordingly.

*本要點中英對譯如有差異，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.