

# 學生宿舍管理辦法

## Regulations Governing the Administration of Student Dormitories

104.03.25 學生事務委員會會議修正通過  
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第一條 本辦法在確立本校學生宿舍管理組織及管理準則，期建立團體紀律，培養學生獨立自治能力，輔導學生良好生活習慣，維護宿舍安寧，建立優良讀書學習環境。

Article I: The Regulations Governing the Administration of Student Dormitories (hereinafter referred to as “The Regulations”) are instituted as the standard for the organization and administration of student dormitories to ensure the discipline of the organization, help the students live independently and develop good habits in daily lives. The Regulations also help to assure tranquility of the dormitory for the students in studying and living with peace of mind.

第二條 本校學生宿舍管理，除政府相關法令規定外，均依本辦法處理。

Article II: The administration of student dormitories at the university shall be governed by The Regulations unless otherwise specified by other applicable legal rules of the government.

第三條 組織

Article III: Organization

一、學生事務處宿舍承辦單位，負責統籌及督導學生宿舍之管理，有關宿舍輔導編組如下：

1. The competent authority of student dormitories under the Office of Student Affairs is responsible for the management of student dormitories, the organization of which is specified below:

(一) 宿舍輔導教官：由值勤教官兼任，負責住宿學生生活、安全及緊急事件之處理。

(1) Warden of the Dormitories: the duty officer (education officer) shall act as the warden who shall be responsible for the supervision of the daily lives and safety of students in the student dormitories and respond to emergencies.

(二) 刪除。

(2) (Removed).

(三) 宿舍管理人員：由學生事務處指派，負責學生宿舍門禁安全管制、清查人數、公共財產保管及申請、水電管制、宿舍清潔及各項設施之維修、購置與興革意見等事宜。

- (3) Dormitory Administration staff: they shall be appointed by the Office of Student Affairs and responsible for the enforcement of the entrance code and security, roll call, custody of and application for university property, utilities control, dormitory hygiene, and the maintenance and procurement of facilities and recommendations for improvement.

二、為加強對住宿同學之服務，有效執行宿舍各項工作、宿舍行政編組如下：

2. The organization of the dormitory administration is specified below for the improvement of service to students and the efficient performance of related works:

(一) 舍長、副舍長：每棟宿舍設舍長、副舍長各一人，協助宿舍管理員擔任該舍公共區域整潔、秩序督導、點名、門禁管制、出席宿舍會議及相關宿舍意見反映。

(1) Dormitory Supervisor, Deputy Dormitory Supervisor: a Dormitory Supervisor and a Deputy Dormitory Supervisor will be assigned to each student dormitory building. They will assist the Dormitory Administrator in the supervision of public health and order of the building, roll call, enforcement of the entrance code, and attending dormitory meetings and convergence of opinions on matters related to the building.

(二) 樓長：每一樓層兩側設樓長一或二人，協助舍長完成點名、公共區域整潔、勤務排定與督導、宣導相關規定、輪班及出席宿舍會議。

(2) Floor Supervisor: one or two Floor Supervisors will be assigned to each wing of each floor of the building. These supervisors shall be responsible for assisting the Dormitory Supervisor in the roll call, keeping the public area clean and tidy, assignment and supervision of shift duties, dissemination of related rules and regulations, taking shift duties, and attending the dormitory meetings.

(三) 室長：每一寢室互推一人為室長，由宿舍管理員負責督導管理，協助樓長點名及負責該寢室之整潔秩序及出席相關會議。

(3) Room Supervisor: students in the same room shall nominate a Room Supervisor among themselves. The Room Supervisor shall perform their duties under the supervision of the Dormitory Administrator and shall assist the Floor Supervisor in the roll call, keeping the room clean and tidy, and attending related meetings.

(四) 宿舍志工(副樓長)：協助及代理樓長執行公務、協助新生報到進住事宜、期初末宿舍清潔維護、協助辦理宿舍相關活動。

(4) Dormitory Volunteers (Deputy Floor Supervisors): the Dormitory Volunteers shall be responsible for assisting and acting as the Floor Supervisors in the performance of assigned duties, assisting new students in the registration process and settling into the dormitory, cleaning and maintenance of dormitory spaces at the beginning and ending of each semester, and assisting in the organization of events related to the dormitory.

第四條 為提昇宿舍生活品質，宿舍全棟均應保持寧靜、乾淨、禁止吸煙及喧嘩，相關規定如下：

Article IV: All student dormitory buildings must be kept silent, clean, smoke-free, and there shall be no hubbub. The rules and regulations are specified below:

- 一、住宿之學生禁止喧嘩、吸煙，樓長負責協助督導。
1. No hubbub or smoking by students at the dormitory. The Floor Supervisor shall be responsible for supervising the students in this regard.
- 二、配合校園全面禁煙，宿舍禁止吸煙。
2. Support the university in keeping the campus a smoke-free space including the prohibition of smoking in the dormitory.
- 三、寢室內物有定位，地面保持乾淨，垃圾每日清理。
3. Put all items in their proper places and keep the floor clean. Clean up the garbage daily.

第五條 申請資格

Article V: Eligibility for application

- 一、宿舍住宿採自願申請制，凡本校學生均得申請，住宿以一學年為原則。
1. All students can apply for dormitory accommodation on a voluntary basis. In general, the duration of residence is one academic year.
- 二、因學生宿舍採自主性之團體生活作息，如患有需他人協助照料者，申請時應謹慎決定並誠實告知，如刻意隱瞞事實致影響學生安全，請自行負責。
2. Students should be able to live independently (in the surrounding environment) without relying on external assistance. Students who need external care in their daily lives must be honest at the time of application. The student will be held responsible for any intentional concealment of facts that jeopardize the safety of students.
- 三、有自傷傷人之虞或危害宿舍安全者，不宜住校。
3. Students prone to self-harm, inflicting injury to others or jeopardizing the security of the dormitory are unsuitable to live on-campus.
- 四、一年級學生及神學系優先申請。
4. First year students and students of theology have priority in application.

第六條 宿舍寢室、床位之分配由承辦單位安排。為使房間床位有合理充分之使用或其它特殊狀況，承辦單位得依實際情況調整寢室、床位、床鋪。寢室、床位未經核准，不得擅自遷移、調換或變更。

Article VI: The Administration of Student Dormitories shall be responsible for the arrangement of bedrooms and beds to the students. The Administration of Student Dormitories shall make proper adjustments in the assignment of bedrooms, beds, and bedding as needed so as to use the space and the facilities efficiently and reasonably. No relocation, switching or changing of bedrooms and beds without prior approval.

第七條 學生寒、暑假離校時，其私有物品應自行處理，或由學校指定場所集中存放。

Article VII: Students shall be responsible for their own personal effects throughout the duration of the term breaks in Summer and Winter while they are absent from campus. They may elect to store their personal effects at a designated place of the university.

第八條 寒、暑假期間，除舍長、副舍長、樓長等宿舍幹部外原則不接受申請住校；如因特殊原因必須申請住校者，應於公告期間內辦理申請，床位另行分配，

以集中住宿為原則。寒、暑假學生住宿申請辦法由學生事務處另訂之。

Article VIII: In general, application for living on-campus during the term breaks in the Summer and Winter is not permitted except for the Dormitory Supervisor, Deputy Dormitory Supervisor, Floor Supervisors and other administration staff. If it is necessary to live on-campus for a specific reason, submit an application within the announcement period for the allocation of space and beds.

#### 第九條 進住與退宿

Article IX: Move-in and Move-Out

- 一、凡住宿生應繳住宿保證金參仟元，依「長榮大學學生住宿保證金收取及退費實施辦法」辦理。未繳者，下學年不得登記宿舍。
  1. Students living on-campus must pay a security deposit of NT\$3,000 as stated in the “Chang Jung Christian University Regulations Governing the Payment and Refunding of Security Deposits for Students Living on-Campus”. Students who fail to make the security deposit are not permitted to register for living on-campus for the next academic year.
- 二、住宿學生於進住宿舍時，由室長向宿舍管理員領取宿舍財產卡，並逐項核對財產。
  2. Students living on-campus shall have the Room Supervisor request a property record card from the Dormitory Administrator at the time of moving into the dormitory and double-check the property item by item.
- 三、退宿及寒暑假前由管理員清點，設備(施)如有損壞、遺失，由管理員簽報總務處核定，照價賠償。
  3. The Dormitory Administrator shall confirm the items as stated in the property record card with the students when moving out or leaving for the term break. If any of this equipment (facilities) is damaged or missing, the Dormitory Administrator shall report to the Office of General Affairs for a final decision. Accordingly, the students concerned shall be responsible for the replacement thereof.
- 四、畢業、退學、休學、其他理由中途退宿之住宿生，須於完成相關手續後七日內遷出宿舍，並接受相關人員檢查房間清潔及設備，若設備不當損害，照價賠償。
  4. Students who move out of the dormitory due to graduation, dropping out of school, temporary suspension of studies or due to other particular reasons, must move out within seven days after the completion of the procedure subject to the inspection by related personnel of the condition of the room and the equipment. If there is damage to the room or the equipment, the students concerned shall be responsible for the replacement of the equipment.
- 五、住宿生於每學期末辦理退宿時應將貴重物品攜回保管，房間內整理乾淨，物品擺放整齊，以配合宿舍修繕維護工作，學校不負保管之責。若須寄放行李物品於宿舍，依照學校公告申請擺放，惟不負保管之責。
  5. Students living on-campus shall take their valuable items when moving out of the dormitory at the end of the semester, and shall keep the room clean and put all the items back in place, so as to cooperate with the maintenance work of the dormitory. The university is not responsible for keeping these items for the students. Students may apply to store their luggage at the dormitory rooms as announced by the university. However, the university

disclaims any responsible for keeping the personal effect of the students stored at the dormitory rooms.

第十條 退宿規定

Article X: Rules for Moving Out of the Dormitory

一、住宿學生有下列情形之一者，應即辦理退宿：

1. If any of the following is applicable to students, the students concerned shall proceed to move-out at once:

(一) 畢業。

(1) Graduation.

(二) 休學、轉學、退學。

(2) Suspension of studies, transfer to another school, dropped out of school.

(三) 簽奉核准、勒令退宿者。

(3) Approved or orders to move-out.

(四) 重大原因申請退宿經核准者。

(4) Application for moving-out due to important reasons and was approved.

二、住宿生中途退宿者，應填具退宿申請表，向宿舍承辦單位申請退宿。

2. Students living on-campus who need to move out of their dormitory room shall submit an application to the Administration of Student Dormitories to move out.

三、住宿生住校後，因故經奉准退宿者，退費事宜依照本校之「休、退學退費作業規定」辦理。(學期第一週至第六週退宿者，退住宿費三分之二；學期第七週至第十二週退宿者，退住宿費三分之一；學期第十三週(含)以後退宿者，不予退費。)

3. Students who have been approved to move out for specific reasons after settling in a dormitory shall be entitled to a refund in accordance with the "Guidelines for Refunding the Dropout/Temporary Leave of Absence Students". (Students who move out from the 1<sup>st</sup> to the 6<sup>th</sup> week of the semester will be refunded 2/3 of the residence fee. Students who move out from the 7<sup>th</sup> to 12<sup>th</sup> week of the semester will be refunded 1/3 of the residence fee. Students move out from the 13<sup>th</sup> of the semester and beyond will receive no refund).

第十一條 宿舍規則

Article XI: Dormitory Rules and Regulations:

一、一般規定：

1. General Rules:

(一) 寢室內門窗、玻璃、牆壁、地面及設施之清潔與保管，由各寢室學生自行負責。

(1) Keep the windows, glass, walls, floor surface and facilities inside the rooms clean and tidy. Students shall be responsible for cleaning their own rooms.

(二) 宿舍走道、浴廁、周圍環境、花園等公共場所清潔，由舍長會同各樓樓長安排該層樓住宿同學輪流擔任清潔勤務。

(2) The Dormitory Supervisor shall work in conjunction with the Floor Supervisors and the students living on the respective floors to take

turns cleaning the corridors of the dormitory buildings, the toilets, the surroundings, the surrounding environment, flower beds and other public areas.

- (三) 宿舍申請、進住、離校及退宿手續，須依照規定辦理。
- (3) Applications for living on-campus, moving into a dormitory, departure from school and moving out of the dormitory shall be governed by the relevant regulations of the university.
- (四) 住宿生須遵從管理員及宿舍幹部之指導。
- (4) Students living on-campus shall be subject to the supervision of the Dormitory Administrator and the administration staff.
- (五) 宿舍幹部代表學校執行職務，學生應予尊重及合作。
- (5) The administration staff of the dormitory shall act on behalf of and in the name of the university in performing their duties. Students should pay respect to and cooperate with them.
- (六) 遵守起居作息時間、門禁及會客規定。
- (6) Students shall duly observe the timetable of the day, entrance code, and visiting hours.
- (七) 不得留宿外賓親友或同學。
- 7) No visitors or other schoolmates will be permitted to dwell in dormitory rooms.
- (八) 宿舍內禁止吸煙、賭博、打麻將、偷竊、飲酒等不良行為。
- 8) Smoking, gambling, playing mahjong, larceny, and the drinking of alcoholic beverages in the dormitories are strictly prohibited.
- (九) 不得在寢室內存放及使用違禁品及易燃物品。
- 9) Do not store or use restricted substances and inflammable substances in the dormitory rooms.
- (十) 不得在宿舍內私自炊膳。
- 10) Do not cook inside the dormitory rooms.
- (十一) 宿舍內使用個人電器應注意安寧、安全，除吹風機、低功率臺燈、刮鬍刀、電扇、收音機、手機類及電腦類產品外，其餘電器一律禁止使用。
- 11) Keep quiet and safely use personal appliances in the dormitory rooms. Appliances other than hair dryers, low-voltage desk lamps, electric shavers, fans, radios, mobile phones and computers are not permitted to be used in the dormitory.
- (十二) 因故外宿應登記外宿時間、電話、地點等，一個月請事假九天為限，若一次請假兩天以上者，須家長主動來電方可准假。(超過事假九天者需至宿舍承辦單位申請延長請假手續)
- 12) If it is necessary to stay outside for the night, the students concerned must register the leave and the time of the leave, telephone number, and the place. Students may take leave from the dormitory for no more than nine days in a month. Leave of more than two days from dormitory shall be subject to confirmation from the parents by telephoning before permission will be granted. (For leaves that extends over nine days, an application for extended leave must be submitted.)
- (十三) 男女住宿生必須尊重彼此生活區，嚴格禁止擅入異性生活區。
- 13) Male and female students living on-campus must respect each other in their daily lives and their residence zones. Admission of the opposite

sex into the living zone is strictly prohibited.

- (十四) 宿舍內應保持寧靜，不得喧嘩，爭吵鬥毆。
- (14) Keep quiet in the dormitory. There shall be no hubbub, quarreling, or fist fighting.
- (十五) 每晚十二時至上午七時禁止使用洗衣機、脫水機、烘乾機，以免影響他人睡眠或自修。
- (15) The use of washing machines, tumbling dryers, and dryers from 00:00 to 07: 00 is strictly prohibited to avoid causing interference to the sleeping hours or study hours of other students.
- (十六) 隨手關燈、關水，晚間熄燈後應動作輕緩，不干擾他人睡眠或自修。
- (16) Make it a habit to switch off all lights and water after use. Keep quiet after the lights are out and do not disturb other students from resting or studying.
- (十七) 進入他室應先敲門，獲同意始得進入。
- (17) Knock on the door for permission before going into the rooms of the others.
- (十八) 禁止在宿舍內穿木屐、使用發出聲響之運動器材或赤膊裸體。
- (18) No clogs, use of noise-generating sports equipment or being naked in the dormitory.
- (十九) 輪值清潔值日應按時打掃。
- (19) Take turns cleaning the dormitory as stated on the roster.
- (二十) 按規定整理內務，經常保持整齊清潔。
- (20) Keep the dormitory clean and tidy at all times as required.
- (廿一) 宿舍設備應愛惜使用，不得擅自移動調換，非自然損壞應負賠償之責。
- (21) Use the equipment of the dormitory with care. Do not remove or make adjustments without permission or the students concerned shall be responsible for the damage and replacement.
- (廿二) 非經允許不得在宿舍擅自掛貼畫像、傳單、標語、旗幟及其他物品。
- (22) Do not post portraits, leaflets, slogans, banners or other items without permission.
- (廿三) 宿舍內禁止私設桌椅櫥櫃及存放非住宿舍生物品。
- (23) The use of privately-owned desks, chairs, cabinets or other items and the storage of such items not belonging to the dormitory is strictly prohibited in the dormitory.
- (廿四) 不得在宿舍內養寵物。
- (24) No pets are allowed in the dormitory.
- (廿五) 房門口、鞋櫃上保持乾淨，不得堆放雜物或垃圾，鞋子一律放置於鞋櫃或寢室內。
- (25) Keep the doorway and shoes cabinet clean. Do not stack debris or garbage in the doorway. Shoes must be kept inside the shoes cabinet or the bedrooms.
- (廿六) 住宿生需配合參加住宿生安全相關事項活動；若遇有特殊狀況，住宿生需配合讓教官、宿舍管理員、幹部或其他相關人員進入寢室實施安全檢查。

- (26) Students living on-campus shall participate in events related to dormitory safety and security. In the event of a contingency, students living on-campus must cooperate with the Warden, Dormitory Administrator, administration staff or other personnel to enter their bed rooms for security inspection.

二、起居作息：

2. Timetable of the day:

(一) 每日起床後，室長動員督導整理內務及清潔環境之責任。

(1) The Room Supervisor shall be responsible for mobilizing the roommates to clean up the room and the surrounding environment after waking up in the morning.

(二) 熄燈時間：

(2) Lights out time:

1. 凌晨十二時三十分熄大燈，熄燈後可使用書桌檯燈；考試週凌晨一時三十分熄大燈。

A) Room lights must be out at 00:30. Students can still use desk lamps. Room lights must be out at 01:30 during examination periods.

2. 公共區域燈光管制由各樓樓長執行。

B) The Floor Supervisors shall be responsible for the control of lighting in the public areas of each floor.

三、門禁規定：

3. Entrance Code:

(一) 宿舍門禁由宿舍管理員負責執行。

(1) The Dormitory Administrator shall enforce the entrance code of the dormitory.

(二) 學生宿舍於每晚十二時關閉點名，次晨五時三十分開啟。

(2) The gate of the dormitory will be closed at midnight and opened again at 05:30 the next morning.

(三) 宿舍大門經關閉後，不得任意進出，如必要時請宿舍管理人員或值勤教官處理，並留下記錄。

(3) No entrance to or exit from the dormitory after the gate is closed is permitted. If it is necessary to go outside, petition the Dormitory Administrator or the duty officer and register the details for the record.

(四) 非本宿舍住宿生不得擅自進入學生寢室區域。

(4) No admission to the bedrooms in the dormitory buildings of other students without permission is allowed.

(五) 宿舍公物非經宿舍管理員許可，不得攜帶外出。

(5) No taking dormitory property outside without the permission of the Dormitory Administrator.

(六) 因特別需求超過晚上十二時晚歸者，可至宿舍承辦單位申請晚歸門禁卡。

(6) Students who may have to return to the dormitory after midnight for a specific reason may petition with the Administration of Dormitories for a special pass.

四、會客規定：

4. Visitor Regulations:

- (一) 學生會客應在休閒區晤談，不得進入寢室區。
  - (1) Students may receive visitors in the recreation zone only. No admission of visitors to bedrooms of the dormitories is allowed.
  - (二) 住宿生之直系同性尊親長及同性之二等親內，同性之本校同學，可向管理員登記後，進入寢室區。
  - (2) The older generation of the next of kin of the student, kindred of the same sex within the 2<sup>nd</sup> tier under the Civil Code of the students, and schoolmates of the same sex may be admitted to the bedrooms of the student after proper registration with the Dormitory Administrator.
  - (三) 如因特殊事故必須進入宿舍者，須先向管理員登記後，方得進入寢室區(惟限同性)。
  - (3) If it is necessary to enter the bedrooms of the dormitories for a specific reason, first register with the Dormitory Administrator, but only people of the same sex are allowed.
- 五、內務規定：寢室內之清潔勤務工作，由全室學生輪流擔任，並由室長負責安排。各室之垃圾袋於每日門禁時間前送至定點垃圾車集中清理。
5. Housekeeping: students in the same bedroom shall take turns performing the duties of cleaning and keeping the room at the arrangement of the Room Supervisor. Trash bags shall be delivered to designated garbage dump cart at the designated place before the entrance code is in effect for disposal.
- 六、管理員室電話使用規定：
6. The use of the telephone in the office of the Dormitory Administrator:
- (一) 管理員室電話只供外線留言及重要緊急使用，不作任何叫人轉接。
  - (1) The telephone in the office of the Dormitory Administrator is for taking messages from external lines and emergency calls only and will not direct calls to individual students.
  - (二) 第一宿舍：2785123 轉 1244 或 2785420-3 轉 1100
  - (2) Dormitory No. 1: 2785123, extension 1244; or 2785420-3, extension 1100
  - 第二宿舍：2785123 轉 1245 或 2785420-3 轉 2100
  - Dormitory No. 2: 2785123, extension 1245; or 2785420-3, extension 2100
  - 第三宿舍：2785123 轉 1246 或 2785420-3 轉 3100
  - Dormitory No. 3: 2785123, extension 1246; or 2785420-3, extension 3100
  - 第四宿舍：2785123 轉 1247 或 2785420-3 轉 4100
  - Dormitory No. 4: 2785123, extension 1247; or 2785420-3, extension 4100

## 第十二條 考核及獎懲

### Article XII: Evaluation, Rewards and Punishment

- 一、學生住宿表現由管理員、宿舍幹部分別考核。
- 1. The Dormitory Administrator and administration staff shall evaluate the performance of students in the dormitories.
- 二、學生行為有下列各項之一者，予以於宿舍勞動服務處分：
- 2. If any of the following is applicable to the students, the students concerned shall be punished by assignment to labor service in the dormitory:
  - (一) 借用寢室鑰匙或協助開啟宿舍自動門者，需宿舍服務 1 小時後方能

續借。唯晚間十二時至翌日早上九時借用寢室鑰匙或協助開啟宿舍自動門者，需宿舍服務 4 小時。需當天歸還寢室鑰匙，違者需再宿舍服務 1 小時。

- (1) Students who need to borrow the bedroom key or need assistance in opening the automatic door of the dormitory entrance are required to perform one hour of labor-service at the dormitory before the key can be renewed for borrowing. Students who need to borrow the bedroom key or need assistance in opening the automatic door of the dormitory entrance from midnight to 09:00 the next morning are required to perform four hours of labor-service at the dormitory. The key must be returned on the same day or there will be another one hour of labor-service at the dormitory as penalty.
  - (二) 住宿生於開學一週內可至宿舍管理員室申請換床。若於學期中因特殊原因換床，需於宿舍服務 5 小時後方可換床，一學期以一次為限。
  - (2) Students living on-campus may request to switch to another bed with the Dormitory Administrator within the 1<sup>st</sup> week of the semester. If it is necessary to switch beds in the middle of the semester for a specific reason, five hours of labor-service at the dormitory is required. Once switch is permitted in each semester.
  - (三) 學生宿舍整潔檢查不合格寢室所有成員，需整理該樓層整潔 10 小時，若未服滿 10 小時，下學年度不得登記住宿。
  - (3) If specific bedrooms of the dormitory fail the health inspection, all members of the bedroom are required to perform cleaning duties of the entire floor for 10 hours. Those who cannot perform the duties for 10 hours are not entitled to register for living on-campus the next academic year.
  - (四) 無故不參加宿舍樓層會議或宿舍重大活動（如防災演練），需宿舍服務 2 小時。
  - (4) Students who are absent from the floor meetings or important events of the dormitory (such as disaster prevention drills) without justifiable reasons are punished by having to perform two hours of labor-service at the dormitory.
  - (五) 其他相當於以上各款情事者。
  - (5) Any other behaviors relevant with the aforementioned examples.
- 三、住宿生有下列行為者，以記點方式處理，並視情節加以宿舍服務，記點採學年累計。新生累計滿三十點（含）者記申誡處分，五十點（含）者記小過處分，超過六十點勒令退宿；舊生累計滿三十點（含）者記申誡處分，四十點（含）者記小過處分，超過五十點勒令退宿，規定如后：
3. A point system will be applied to students who exhibit any of the following behaviors. Students who are tracked by the point system will be subject to labor-service at the dormitory. The points will be accumulated in each semester. New students who are marked with 30 points or more will be subject to admonition, with 50 points or more will be subject to a black mark, with 60 points or more will be ordered to move out of the dormitory. Continuing students who are marked with 30 points or more will be subject to admonition, with 40 points or more will be subject to a black mark, with 50 points or more will be ordered to move out of the dormitory. The rules

are specified below:

- (一) 協助開啟宿舍自動門超過三次者記二點。
- (1) Two points will be marked for assistance in opening the automatic door at the entrance of the dormitory more than three times.
- (二) 隨意棄置果皮紙屑者：記二點。
- (2) Littering in the dormitory: marked with two points.
- (三) 隨意搬動公共物品（寢室書桌、書報、物品），而未歸位者：記二點。
- (3) Removal of public property (desks from bedrooms, books, newspapers, and other items) without putting them back to their original positions: marked with two points.
- (四) 使用公共設備，未盡清理保養之責者：記二點，未按規定使用因而損壞者，記四點。
- (4) Failure to keep public equipment clean after use: marked with two points. If damage is caused to the equipment due to improper use, four points will be marked.
- (五) 晚間十二時至十二時三十分逾時返舍者，前二次每次記三點；第三次(含)後每次記三點並宿舍服務五小時。
- (5) Sneaking inside the dormitory from 00:00 to 00:30 will be marked with three points each for the first two times of misdemeanors. Misdemeanors for the third time or more will be punishable by marking with three points and five hours of labor-service at the dormitory.
- (六) 破壞公物資料者：記三點。
- (6) Vandalism to public property: marked with three points.
- (七) 規避服務者：第一次記三點、第二次以後每次記八點。
- (7) Evasion of service: marked with three points for the first offense, and marked with eight points for the second and any subsequent offenses.
- (八) 超過請假天數或未經請假夜不歸宿者(不含假日)：記四點。
- (8) Taking leave for more than the allowable days, or, staying outside for the night without taking leave (excluding holidays): marked with four points.
- (九) 有妨害他人自修或睡眠之行為者：記四點。
- (9) Disturbing other students in sleeping or studying: marked with four points.
- (十) 未經家長同意離宿兩天者：記四點。
- (10) Staying outside for the night for more than two days without the consent of the parents: marked with four points.
- (十一) 於房門口、鞋櫃、走廊擺放雜物、垃圾、鞋子者：記四點。
- (11) Placing stuff, garbage or shoes in the doorway, shoes cabinet or corridor: marked with four points.
- (十二) 不服從師長及宿舍幹部指導者：記八點。
- (12) Insubordination to the supervision of the faculty and dormitory staff: marked with eight points.
- (十三) 在宿舍內私自炊膳，實物沒收保管並記八點。
- (13) For cooking inside the dormitory, related items will be confiscated and the student will be marked with eight points.
- (十四) 除吹風機、低功率檯燈、刮鬍刀、電扇、收音機、手機類及電腦

類產品外，其餘電器實物沒收保管並記八點。

14) Confiscation of home appliances except hair dryers, low-voltage desk lamps, electric shavers, fans, radios, mobile phone and computers and marked with eight points.

(十五)未經核准遷移或互調寢室者：記八點。

15) Relocation or exchange of bedrooms with others without permission: marked with eight points.

(十六)在寢室內養寵物：記八點。

16) Keeping a pet in the bedroom of the dormitory: marked with eight points.

(十七)其他相當於以上各款情事者。

17) Any other misdemeanors relevant with the aforementioned examples.

四、學生行為有下列各項之一者，予以記申誡以上處分，並視情節加以記點或宿舍服務：

4. If any of the following is applicable to specific students, the students concerned shall be subject to punishment at a higher level than admonition, and will be tracked in the point system or referred to labor-service at the dormitory depending on the circumstances:

(一)宿舍點名時，請人代點及冒名代點者，各記申誡處分。

(1) Use of a proxy in the roll call, or acting as the proxy for another student in the roll call, will be punishable by admonition.

(二)住宿生超過凌晨十二時三十分晚歸者，前二次每次記十點並宿舍服務五小時；第三次(含)後記申誡並記十點。

(2) Students living on-campus who return to the dormitory beyond 00:30 each time will be subject to punishment by marking with 10 points and five hours of labor-service at the dormitory for the first two times. Returning late for the third time and beyond will be punishable by admonition and marking with 10 points.

(三)每學期期末關閉宿舍時，住生物品未依規定擺放、寢室內物品未清空、寢室未清掃乾淨等，經檢查不合格者記申誡處分，宿舍管理員可沒收物品、住宿保證金伍佰元，及下學年度不得登記住宿。

(3) Students who fail to place their personal belongings in the designated places, remove all items from the bedrooms, clean up the bed rooms and fail in the inspection at the end of the semester will be subject to punishment by admonition. Accordingly, the Dormitory Administrator may confiscate the items, withhold NT\$500 from the security deposit, and deprive the students of the rights of registration for living in the dormitory the next academic year.

(四)刪除

(4) Removed.

(五)住宿生於宿舍區域燃放鞭炮或易燃物者，第一次申誡，第二次記小過，第三次勒令退宿。

(5) Students living on-campus who play with fire crackers or inflammable substances at the dormitory zone will be subject to punishment by admonition for the first offense, a black mark for the second offense, and ordered to move out from the dormitory for the third offense.

(六)未協助非住宿生辦理會客事宜之情事記申誡處分。

(6) Students who fail to assist students who are not living on-campus to

register as visitors shall be punishable by admonition.

(七) 其他相當於以上各款情事者。

(7) Any other misdemeanors relevant with the aforementioned examples.

五、學生行為有下列各項之一者，予以記小過以上處分，並視情節加以記點或宿舍服務：

5. If any of the following is applicable to specific students, the students concerned shall be subject to punishment at a level higher than black mark, and will be tracked by the point system or referred to labor-service at the dormitory.

(一) 不服從管理員及宿舍幹部指導，屢勸不聽者，記小過處分。

(1) Several counts of insubordination to the supervision of the Dormitory Administrator and the administration staff shall be subject to punishment by black mark.

(二) 住宿生於宿舍打麻將記小過，相關物品暫行保管。

(2) Students who play mahjong in the dormitory shall be punished by a black mark and related items will be taken into temporary custody.

(三) 擅闖或邀請異性進入住宿區者，第一次記小過，第二次記小過並宿舍服務 25 小時。

(3) Trespassing into the dormitories of the opposite sex, or inviting persons of the opposite sex to the dormitory shall be punishable by one black mark for the first offense, and two black marks with labor-service for 25 hours at the dormitory for the second offense.

(四) 對關閉之寢室擅自開啟進住者，第一次記小過，第二次記小過並宿舍服務 25 小時。

(4) Opening a closed bedroom without permission shall be punishable by one black mark for the first offense, and two black marks with labor-service for 25 hours at the dormitory for the second offense.

(五) 住宿生留宿親友同學者，第一次記小過，第二次記小過並宿舍服務 25 小時。

(5) Keeping another person, who may be a relative, friend, or classmate, for the night in the dormitory shall be punishable by one black mark for the first offense, and two black marks with labor-service for 25 hours at the dormitory for the second offense.

(六) 爬窗戶、門或氣窗進出宿舍者，第一次記小過，第二次記小過並宿舍服務 25 小時。

(6) Students who get into and out of the dormitory by climbing through the window, door, or ventilation opening shall be punished by one black mark for the first offense, and two black marks with labor-service for 25 hours at the dormitory for the second offense.

(七) 非住宿生未經核准或辦理會客，擅自進入宿舍者，予以記小過處分。

(7) Students not living on-campus who enter the dormitory as visitors without permission or registration for the visiting shall be punishable by one black mark.

(八) 將床位轉讓他人者，雙方一律記小過並取消住宿資格。

(8) Students who sublet their dormitory bed to a third party will be punished by one black mark to both parties and disqualification from living on-campus.

- (九) 住宿生於宿舍抽菸者，第一次記小過，第二次勒令退宿。上述抽菸者在校期間不得再申請登記住宿。
- (9) Students who smoke in the dormitory shall be punished by a black mark for the first offense, and ordered to move out from the dormitory for the second offense. The aforementioned smokers will not be permitted to apply for living on-campus again.
- (十) 住宿生於宿舍內喝酒，第一次記小過，第二次記小過並宿舍服務 25 小時。
- (10) Students who drink alcoholic beverages in the dormitory shall be punished by a black mark for the first offense, and two black marks with labor-service of 25 hours at the dormitory for the second offense.
- (十一) 住宿生於校外喝酒回宿舍鬧事者，第一次記小過，第二次記小過並宿舍服務 25 小時。
- (11) Students living on-campus returning to the dormitory after drinking outside and stirring up trouble shall be punished by a black mark for the first offense, and two black marks with labor-service of 25 hours at the dormitory for the second offense.
- (十二) 住宿生未經申請核准退宿而私自搬離宿舍者記小過處分。
- (12) Students living on-campus who move out of the dormitory without an application for approval shall be punished by a black mark.
- (十三) 申請「提早點名」，未經許可私自外宿者記小過處分；「提早點名」資格得視情況予以取消。
- (13) Students applying for “early roll call” and staying outside for the night without permission shall be punished by a black mark. In addition, the eligibility of “early roll call” may be revoked.
- (十四) 住宿生將晚歸門禁卡借給他人使用或在夜間宿舍關閉後開啟門讓他人進出入宿舍者，雙方第一次記小過，再犯者記小過並宿舍服務 25 小時。
- (14) Students living on-campus who lend a special pass for late return to the dormitory to a third person, or open the door of the dormitory after it has been closed at night for a third person to enter shall be punished by a black mark for both for the first offense, and a black mark with 25 hours of labor-service at the dormitory for the second offense.
- (十五) 其他相當於以上各款情事者。
- (15) Any other misdemeanors relevant with the aforementioned examples.
- 六、學生行為有下列各項之一者，予以記大過，並視情節加以勒令退宿。
6. If any of the following is applicable to specific students, the students concerned shall be punishable by a demerit point and may be ordered to move out of the dormitory depending on the circumstances.
- (一) 住宿生擅自招外人在宿舍不法集會者。
- (1) Students living on-campus solicit people from outside for an unlawful assembly in the dormitory.
- (二) 蓄意破壞宿舍之設備與公物者（含擅自移動固定式寢具）。
- (2) Vandalism of dormitory equipment and public property (including moving fixed bedding facilities without permission).
- (三) 攜帶危險或違禁品進入宿舍，造成重大安全危害者。
- (3) Bringing hazardous or banned substances into the dormitory that severely jeopardizes the safety of the area.

- (四) 違犯校規情節嚴重者。
- (4) Gross violation of university regulations.
- (五) 不服從宿舍管理員或宿舍幹部指導，情節嚴重者。
- (5) Insubordination to the supervision of the Dormitory Administrator or the administration staff with serious consequences.
- (六) 在宿舍內賭博、偷竊、鬥毆或滋事者，依「學生獎懲辦法」懲處並視情節加以勒令退宿。
- (6) Gambling, larceny, fist fighting or causing trouble in the dormitory shall be punishable in accordance with the “Regulations Governing the Reward and Punishment of Students”. If the offense is serious, the students concerned may be ordered to move out of the dormitory.
- (七) 其他相當於以上各款情事者。
- (7) Any other misdemeanors relevant with the aforementioned examples.

七、(刪除)

7. (Removed)

七、宿舍幹部表現不稱職經查屬實者，即刻更換。

7. Incompetent dormitory staff with proof of their incompetence shall be replaced at once.

八、宿舍幹部表現優良經查屬實者，予以獎勵。

8. The distinguished performance of dormitory staff with proof shall be rewarded.

九、非住宿生經核准進入宿舍後，如對住宿生造成干擾或影響，經管理員或宿舍幹部勸阻而未改善時，除應強制驅離外，必要時得依「學生獎懲辦法」懲處。

9. If students not living on-campus are permitted to enter the dormitory, but these students interfere with or influence the students living on-campus after entering the dormitory and decline to take corrective action at the supervision of the Dormitory Administrator of the administration staff, they will be expelled from the dormitory and punished in accordance with the “Regulations Governing the Reward and Punishment of Students” where necessary.

第十三條 宿舍修繕：學生宿舍之設施故障時，請住宿學生至學校首頁之「宿舍維修申請系統」或宿舍管理員室之修繕請修簿登記；總務處派員維修，以確保學生住宿品質。

Article XIII: Repair of the dormitory: in the case of malfunction of the dormitory facilities, students should visit the “Dormitory Repair Application System” on the home page of the university website or register with the registry of request for repair at the office of the Dormitory Administrator. The Office of General Affairs will then dispatch its staff to handle the repairs to ensure a proper quality of living for the students dwelling at the dormitory.

第十四條 其他有關宿舍住宿登記優先順序及寒暑假外借男女生分配事宜，另以作業要點訂定之。

Article XIV: The details of the priority for students in applying for living on-campus and the availability of dormitory space for male and female students during the term breaks in the Summer and Winter will be regulated in separate codes.

第十五條 本辦法經學生事務委員會會議通過，陳請校長核定後實施，修訂時亦同。  
Article XV: These Regulations shall be subject to the resolution of the Student Affairs Committee Meeting and the final approval of the University President. The same procedure is applicable to any amendment thereto.

## 學生宿舍管理辦法

### Regulations Governing the Administration of Student Dormitories

101.4.26 學生事務委員會會議通過  
101.10.31 學生事務委員會會議修正通過  
101.10.31 學生事務委員會會議修正通過  
102.03.04 學生事務委員會會議修正通過  
102.12.19 學生事務委員會會議修正通過  
103.09.24 學生事務委員會會議修正通過

04-26-2012 Amended by the Student Affairs Committee Meeting  
10-31-2012 Amended and Adopted by the Student Affairs Committee Meeting  
10-31-2012 Amended and Adopted by the Student Affairs Committee Meeting  
03-04-2013 Amended and Adopted by the Student Affairs Committee Meeting  
12-19-2013 Amended and Adopted by the Student Affairs Committee Meeting  
09-24-2014 Amended and Adopted by the Student Affairs Committee Meeting

第一條 本辦法在確立本校學生宿舍管理組織及管理準則，期建立團體紀律，培養學生獨立自治能力，輔導學生良好生活習慣，維護宿舍安寧，建立優良讀書學習環境。

Article I: The Regulations Governing the Administration of Student Dormitories (hereinafter referred to as “The Regulations”) are instituted as the standard for the organization and administration of student dormitories to ensure the discipline of the organization, help the students live independently and develop good habits in daily lives. The Regulations also help to assure tranquility of the dormitory for the students in studying and living with peace of mind.

第二條 本校學生宿舍管理，除政府相關法令規定外，均依本辦法處理。

Article II: The administration of student dormitories at the university shall be governed by The Regulations unless otherwise specified by other applicable legal rules of the government.

第三條 組織：

一、學生事務處宿舍承辦單位，負責統籌及督導學生宿舍之管理，有關宿舍輔導編組如下：

(一)宿舍輔導教官：由值勤教官兼任，負責住宿學生生活、安全及緊

急事件之處理。

(二)宿舍輔導老師：由學生事務處及校牧室或本校具輔導熱忱之教師、職員擔任。

(三)宿舍管理人員：由學生事務處指派，負責學生宿舍門禁安全管制、清查人數、公共財產保管及申請、水電管制、宿舍清潔及各項設施之維修、購置與興革意見等事宜。

二、為加強對住宿同學之服務，有效執行宿舍各項工作、宿舍行政編組如下：

(一)舍長、副舍長：每棟宿舍設舍長、副舍長各一人，協助宿舍管理員擔任該舍公共區域整潔、秩序督導、點名、門禁管制、出席宿舍會議及相關宿舍意見反映。

(二)樓長：每一樓層兩側設樓長一或二人，協助舍長完成點名、公共區域整潔、勤務排定與督導、宣導相關規定、輪班及出席宿舍會議。

(三)室長：每一寢室互推一人為室長，由宿舍管理員負責督導管理，協助樓長點名及負責該寢室之整潔秩序及出席相關會議。

(四)宿舍志工(副樓長)：協助及代理樓長執行公務、協助新生報到進住事宜、期初末宿舍清潔維護、協助辦理宿舍相關活動。

### Article III: Organization:

(1) The competent authority of student dormitories under the Office of Student Affairs is responsible for the management of student dormitories, the organization of which is specified below:

(a) Warden of the Dormitories: the duty officer (education officer) shall act as the warden who shall be responsible for the supervision of the daily lives and safety of students in the student dormitories and respond to emergencies.

(b) Dormitory Counselor: This post is held by any dedicated school teacher or staff from the Student Affairs Department or the Office of Chaplin.

(c) Dormitory Administration staff: they shall be appointed by the Office of Student Affairs and responsible for the enforcement of the entrance code and security, roll call, custody of and application for university property, utilities control, dormitory hygiene, and the maintenance and procurement of facilities and recommendations for improvement.

(2) The organization of the dormitory administration is specified below for the improvement of service to students and the efficient performance of related works:

(a) Dormitory Supervisor, Deputy Dormitory Supervisor: a Dormitory Supervisor and a Deputy Dormitory Supervisor will be assigned to each student dormitory building. They will assist the Dormitory Administrator in the supervision of public health and order of the building, roll call, enforcement of the entrance code, and attending dormitory meetings and convergence of opinions on matters related to the building.

(b) Floor Supervisor: one or two Floor Supervisors will be assigned to each wing of each floor of the building. These supervisors shall be responsible for assisting the Dormitory Supervisor in the roll call, keeping the public area clean and tidy, assignment and supervision of shift duties, dissemination of related rules and regulations, taking shift duties, and attending the dormitory meetings.

(c) Room Supervisor: students in the same room shall nominate a Room Supervisor among themselves. The Room Supervisor shall perform their duties under the supervision of the Dormitory Administrator and shall assist the Floor Supervisor in the roll call, keeping the room clean and tidy, and attending related meetings.

(d) Dormitory Volunteers (Deputy Floor Supervisors): the Dormitory Volunteers shall be responsible for assisting and acting as the Floor Supervisors in the performance of assigned duties, assisting new students in the registration process and settling into the dormitory, cleaning and maintenance of dormitory spaces at the beginning and ending of each semester, and assisting in the organization of events related to the dormitory.

第四條 為提昇宿舍生活品質，宿舍全棟均應保持寧靜、乾淨、禁止吸煙及喧嘩，相關規定如下：

一、住宿之學生禁止喧嘩、吸煙，樓長負責協助督導。

二、配合校園全面禁煙，宿舍禁止吸煙。

四、寢室內物有定位，地面保持乾淨，垃圾每日清理。

Article IV: All student dormitory buildings must be kept silent, clean, and smoke-free, and there shall be no hubbub. The rules and regulations are specified below:

(1) No hubbub or smoking by students at the dormitory. The Floor Supervisor shall be responsible for supervising the students in this regard.

(2) Support the university in keeping the campus a smoke-free space including the prohibition of smoking in the dormitory

(3) Put all items in their proper places and keep the floor clean. Clean up the garbage daily

第五條 學生申請住宿以一學年為原則，日間部一年級學生及神學系優先住校；凡住宿生應繳保證金三千元（一千元為退宿整潔還原保證金，另二千元為續住一學年保證金）。

Article V: Students applying to stay in the dormitory should note that the accommodation period is one year. All freshmen from the Day Division and students from the **Department of Theology** are required to live on campus. All residential students should pay an amount of NT\$3,000 (NT\$1,000 will be returned if the room remains clean and tidy during check-out, while the other NT\$2,000 is collected as the one-year-accommodation guarantee).

第六條 宿舍寢室、床位之分配由承辦單位安排。為使房間床位有合理充分之使用，承辦單位得依實際情況調整寢室、床位、床鋪。寢室、床位未經核准，不得擅自遷移、調換或變更。

Article VI: The Administration of Student Dormitories shall be responsible for the arrangement of bedrooms and beds to the students. The Administration of Student Dormitories shall make proper adjustments in the

assignment of bedrooms, beds, and bedding as needed so as to use the space and the facilities efficiently and reasonably. No relocation, switching or changing of bedrooms and beds without prior approval

第七條 學生寒、暑假離校時，其私有物品應自行處理，或由學校指定場所集中存放。

Article VII: Students shall be responsible for their own personal effects throughout the duration of the term breaks in Summer and Winter while they are absent from campus. They may elect to store their personal effects at a designated place of the university.

第八條 寒、暑假期間，除舍長、副舍長、樓長等宿舍幹部外原則不接受申請住校；如因特殊原因必須申請住校者，應於公告期間內辦理申請，床位另行分配，以集中住宿為原則。寒、暑假學生住宿申請辦法由學生事務處另訂之。

Article VIII: In general, application for living on-campus during the term breaks in the Summer and Winter is not permitted except for the Dormitory Supervisor, Deputy Dormitory Supervisor, Floor Supervisors and other administration staff. If it is necessary to live on-campus for a specific reason, submit an application within the announcement period for the allocation of space and beds.

第九條 住宿學生於進住宿舍時，由室長向宿舍管理員領取宿舍財產卡，並逐項核對財產。退宿及寒暑假前由管理員清點，如有損壞、遺失，由管理員簽報總務處核定，限期賠償。逾期未賠償者，得於下學期註冊時，補繳之或函告其家長理賠，並視情節議處，否則以未完成註冊手續論。

Article IX: When a student first accommodates a room, the Floor Supervisor will check the furniture in the room. The Dormitory Administrator will perform a second check upon the student checking out or leaving for the winter and summer breaks. If there is any damaged or lost furniture, the Dormitory Administrator will report it to the General Affairs Department for approval. Students should pay for the damaged or lost furniture before the due date. If the payment is not made after the due date, the payment must be made during registration in the coming school term or a letter will be sent to the student's parents or guardian to ask for compensation, depending on the seriousness of the matter. Students will not be eligible for registration until the compensation is made.

第十條 退宿規定：

一、住宿學生有下列情形之一者，應即辦理退宿：

- (一)畢業。
- (二)休學、轉學、退學。
- (三)簽奉核准、勒令退宿者。
- (四)重大原因申請退宿經核准者。

二、新學期欲辦理退宿者，需於學期末公告日期內提出退宿申請。逾期未辦理者以繼續住宿論，新學期註冊時仍需繳交全部住宿費。

三、住宿生住校後，因故經奉准退宿者，退費事宜依照本校之「休、退學退費作業規定」辦理。(學期第一週至第六週退宿者，退住宿費三分之二；學期第七週至第十二週退宿者，退住宿費三分之一；學期第十三

週(含)以後退宿者，不予退費。)

四、住宿期間不能以家住學校附近、打工、睡眠障礙、適應不良、修課問題等非重大理由申請退宿。

Article X: Rules for Moving Out of the Dormitory

(1) If any of the following is applicable to students, the students concerned shall proceed to move-out at once:

(a) Graduation.

(b) Temporary absence from school, transfer to another school, dropped out of school.

(c) Approved or orders to move-out.

(d) Application for moving-out due to important reasons and was approved.

(2) Students who wish to check-out in the following school term should apply within the stated date. Students who fail to do so will have to pay the full amount for accommodation for that school term during registration.

(3) Students who have been approved to move out for specific reasons after settling in a dormitory shall be entitled to a refund in accordance with the “Guidelines for Refunding the Dropout/Temporary Leave of Absence Students”. (Students who move out from the 1<sup>st</sup> to the 6<sup>th</sup> week of the semester will be refunded 2/3 of the residence fee. Students who move out from the 7<sup>th</sup> to 12<sup>th</sup> week of the semester will be refunded 1/3 of the residence fee. Students move out from the 13<sup>th</sup> of the semester and beyond will receive no refund).

(4) Students may not use the excuse of their home being near campus, part-time work, sleeping hindrance, bad adaptability, required course problems or other non-major excuses as a reason to apply to check-out.

第十一條 宿舍規則：

一、一般規定：

(一) 寢室內門窗、玻璃、牆壁、地面及設施之清潔與保管，由各寢室學生自行負責。

(二) 宿舍走道、浴廁、周圍環境、花園等公共場所清潔，由舍長會同各樓樓長安排該層樓住宿同學輪流擔任清潔勤務。

(三) 宿舍申請、進住、離校及退宿手續，須依照規定辦理。

(四) 住宿生須遵從管理員及宿舍幹部之指導。

(五) 宿舍幹部代表學校執行職務，學生應予尊重及合作。

(六) 遵守起居作息時間、門禁及會客規定。

(七) 不得留宿外賓親友或同學。

(八) 宿舍內禁止吸煙、賭博、打麻將、偷竊、飲酒等不良行為。

(九) 不得在寢室內存放及使用違禁品及易燃物品。

(十) 不得在宿舍內私自炊膳。

- (十一)宿舍內使用個人電器應注意安寧、安全，除吹風機、低功率臺燈、刮鬍刀、電扇、收音機、手機類及電腦類產品外，其餘電器一律禁止使用。
- (十二)因故外宿應登記外宿時間、電話、地點等，一個月請事假五天為限，若一次請假兩天以上者，須家長主動來電方可准假。
- (十三)男女住宿生必須尊重彼此生活區，嚴格禁止擅入異性生活區。
- (十四)宿舍內應保持寧靜，不得喧嘩，爭吵鬥毆。
- (十五)每晚十二時以後禁止使用洗衣機、脫水機，以免影響他人睡眠或自修。
- (十六)隨手關燈、關水，晚間熄燈後應動作輕緩，不干擾他人睡眠或自修。
- (十七)進入他室應先敲門，獲同意始得進入。
- (十八)禁止在宿舍內穿木屐、使用發出聲響之運動器材或赤膊裸體。
- (十九)輪值清潔值日應按時打掃。
- (二十)按規定整理內務，經常保持整齊清潔。
- (廿一)宿舍設備應愛惜使用，不得擅自移動調換，非自然損壞應負賠償之責。
- (廿二)非經允許不得在宿舍擅自掛貼畫像、傳單、標語、旗幟及其他物品。
- (廿三)宿舍內禁止私設桌椅櫥櫃及存放非住宿舍生物品。
- (廿四)不得在宿舍內養寵物。
- (廿五)房門口、鞋櫃上保持乾淨，不得堆放雜物或垃圾，鞋子一律放置於鞋櫃或寢室內。
- (廿六)住宿生需配合參加住宿生安全相關事項活動；若遇有特殊狀況，住宿生需配合讓教官、宿舍管理員、幹部或其他相關人員進入寢室實施安全檢查。

## 二、起居作息：

- (一)每日起床後，室長動員督導整理內務及清潔環境之責任。
- (二)熄燈時間：
  - 1.凌晨一時熄大燈，熄燈後可使用書桌檯燈。
  - 2.公共區域燈光管制由各樓樓長執行。

## 三、門禁規定：

- (一)宿舍門禁由宿舍管理員負責執行。
- (二)學生宿舍於每晚十二時關閉點名，次晨五時三十分開啟。
- (三)宿舍大門經關閉後，不得任意進出，如必要時請宿舍管理人員或值勤教官處理，並留下記錄。
- (四)非本宿舍住宿生不得擅自進入學生寢室區域。
- (五)宿舍公物非經宿舍管理員許可，不得攜帶外出。

## 四、會客規定：

- (一)學生會客應在休閒區晤談，不得進入寢室區。
- (二)住宿生之直系同性尊親長及同性之二等親內，同性之本校同學，可向管理員登記後，進入寢室區。
- (三)如因特殊事故必須進入宿舍者，須先向管理員登記後，方得進入寢室區(惟限同性)。

五、內務規定：寢室內之清潔勤務工作，由全室學生輪流擔任，並由室長負責安排。各室之垃圾袋於每日門禁時間前送至定點垃圾子車集中清理。

六、管理員室電話使用規定

(一)管理員室電話只供外線留言及重要緊急使用，不作任何叫人轉接。

(二)第一宿舍：2785123 轉 1244 或 2785420-3 轉 1100

第二宿舍：2785123 轉 1245 或 2785420-3 轉 2100

第三宿舍：2785123 轉 1246 或 2785420-3 轉 3100

第四宿舍：2785123 轉 1247 或 2785420-3 轉 4100

Article XI: Dormitory Rules and Regulations:

(1) General Rules:

- (a) Keep the windows, glass, walls, floor surface and facilities inside the rooms clean and tidy. Students shall be responsible for cleaning their own rooms.
- (b) The Dormitory Supervisor shall work in conjunction with the Floor Supervisors and the students living on the respective floors to take turns cleaning the corridors of the dormitory buildings, the toilets, the surroundings, the floral beds and green zone and public areas.
- (c) Applications for living on-campus, moving into a dormitory, departure from school and moving out of the dormitory shall be governed by the relevant regulations of the university.
- (d) Students living on-campus shall be subject to the supervision of the Dormitory Administrator and the administration staff.
- (e) The administration staff of the dormitory shall act on behalf of and in the name of the university in performing their duties. Students should pay respect to and cooperate with them.
- (f) Students shall duly observe the timetable of the day, entrance code, and visiting hours.
- (g) No visitors or other schoolmates will be permitted to dwell in dormitory rooms.
- (h) Smoking, gambling, playing mahjong, larceny, and the drinking of alcoholic beverages in the dormitories are strictly prohibited.
- (i) Do not store or use restricted substances and inflammable substances in the dormitory rooms.
- (j) Do not cook inside the dormitory rooms.
- (k) Keep quiet and safely use personal appliances in the dormitory rooms. Appliances other than hair dryers, low-voltage desk lamps, electric shavers, fans, radios, mobile phones and computers are not permitted to be used in the dormitory.
- (l) If it is necessary to stay outside for the night, the students concerned must register the leave and the time of the leave, telephone number, and the place. Students may take leave from the dormitory for no more than five days in a month. Leave of more than two days from dormitory shall be

subject to confirmation from the parents by telephoning before permission will be granted.

- (m) Male and female students living on-campus must respect each other in their daily lives and their residence zones. Admission of the opposite sex into the living zone is strictly prohibited.
- (n) Keep quiet in the dormitory. There shall be no hubbub, quarreling, or fist fighting.
- (o) The use of washing machines, tumbling dryers, and dryers after 00: is strictly prohibited to avoid causing interference to the sleeping hours or study hours of other students.
- (p) Make it a habit to switch off all lights and water after use. Keep quiet after the lights are out and do not disturb other students from resting or studying.
- (q) Knock on the door for permission before going into the rooms of the others.
- (r) No clogs, use of noise-generating sports equipment or being naked in the dormitory.
- (s) Take turns cleaning the dormitory as stated on the roster.
- (t) Keep the dormitory clean and tidy at all times as required.
- (u) Use the equipment of the dormitory with care. Do not remove or make adjustments without permission or the students concerned shall be responsible for the damage and replacement.
- (v) Do not post portraits, leaflets, slogans, banners or other items without permission.
- (w) The use of privately-owned desks, chairs, cabinets or other items and the storage of such items not belonging to the dormitory is strictly prohibited in the dormitory.
- (x) No pets re allowed in the dormitory.
- (y) Keep the doorway and shoes cabinet clean. Do not stack debris or garbage in the doorway. Shoes must be kept inside the shoes cabinet or the bedrooms.

(2) Timetable of the day:

(a) The Room Supervisor shall be responsible for mobilizing the roommates to clean up the room and the surrounding environment after waking up in the morning.

(b) Lights-out time:

1. Room lights must be out at 01:00. Students can still use desk lamps..
2. The Floor Supervisors shall be responsible for the control of

lighting in the public areas of each floor.

(3) Entrance Code:

- (a) The Dormitory Administrator shall enforce the entrance code of the dormitory.
- (b) The gate of the dormitory will be closed at midnight and opened again at 05:30 the next morning.
- (c) No entrance to or exit from the dormitory after the gate is closed is permitted. If it is necessary to go outside, petition the Dormitory Administrator or the duty officer and register the details for the record.
- (d) No admission to the bedrooms in the dormitory buildings of other students without permission is allowed.
- (e) No taking dormitory property outside without the permission of the Dormitory Administrator.

(4) Visitation regulations:

- (a) Students may receive visitors in the recreation zone only. No admission of visitors to bedrooms of the dormitories is allowed.
- (b) The older generation of the next of kin of the student, kindred of the same sex within the 2<sup>nd</sup> tier under the Civil Code of the students, and schoolmates of the same sex may be admitted to the bedrooms of the student after proper registration with the Dormitory Administrator.
- (c) If it is necessary to enter the bedrooms of the dormitories for a specific reason, first register with the Dormitory Administrator, but only people of the same sex are allowed.

(5) Housekeeping: students in the same bedroom shall take turns performing the duties of cleaning and keeping the room at the arrangement of the Room Supervisor. Trash bags shall be delivered to designated garbage dump cart at the designated place before the entrance code is in effect for disposal.

(6) .

(7) The use of the telephone in the office of the Dormitory Administrator:

- (a) The telephone in the office of the Dormitory Administrator is for taking messages from external lines and emergency calls only and will not direct calls to individual students.

1. Dormitory No. 1:	2785123 extension 1244 or 2785420-3 extension 1100
Dormitory No.2:	2785123 extension 1245 or 2785420-3 extension 2100
Dormitory No. 3:	2785123 extension 1246 or 2785420-3 extension 3100
Dormitory No. 4:	2785123 extension 1247 or 2785420-3 extension 4100

第十二條 考核及獎懲：

- 一、學生住宿表現由管理員、住校輔導老師、宿舍幹部分別考核。
- 二、學生行為有下列各項之一者，予以於宿舍勞動服務處分：

(一)借用寢室鑰匙超過三次者，需服務滿 1 小時後方能續借。(每次借用期限為一星期，超過 7 天需服務滿 1 小時後方能續借)

(二)住宿生於開學一週內可至宿舍管理員室申請換床。若於學期中因特殊原因換床者，需於宿舍服務 5 小時後方可換床，一學期以一次為限。

(三)學生宿舍整潔檢查不合格寢室所有成員，需整理該樓層整潔 10 小時，若未服滿 10 小時者，下學年度不得登記住宿。

三、住宿生有下列行為者，以記點方式處理，並採學年累計。新生累計滿三十點(含)者記申誡處分，五十點以上者記過處分並勒令退宿且不退費；舊生累計滿三十點(含)者記申誡處分，四十點以上者記小過處分並勒令退宿且不退費，規定如后：

(一)協助開啟宿舍自動門超過三次者扣二點。

(二)隨意棄置果皮紙屑者：扣二點。

(三)隨意搬動公共物品(寢室書桌、書報、物品)，而未歸位者：扣二點。

(四)使用公共設備，未盡清理保養之責者：扣二點，未按規定使用因而損壞者，扣四點。

(五)晚間逾時返舍，前二次每次扣三點；第三次(含)後每次扣三點並宿舍服務五小時。

(六)破壞公物資料者：扣三點。

(七)規避服務者：第一次扣三點、第二次以後每次扣八點。

(八)未經請假夜不歸宿者(不含假日)：扣四點。

(九)有妨害他人自修或睡眠之行為者：扣四點。

(十)未經家長同意離宿兩天者：扣四點。

(十一)於房門口、鞋櫃、走廊擺放雜物、垃圾、鞋子者：扣四點。

(十二)不服從師長及宿舍幹部指導者：扣八點。

(十三)在宿舍內私自炊膳，實物沒收保管並扣八點。

(十四)除吹風機、低功率臺燈、刮鬍刀、電扇、收音機、手機類及電腦類產品外，其餘電器實物沒收保管並扣八點。

(十五)未經核准遷移或互調寢室者：扣八點。

(十六)在寢室內養寵物：扣八點。

四、學生行為有下列各項之一者，予以記申誡以上處分：

(一)宿舍點名時，請人代點及冒名代點者，各記申誡乙次。

(二)住宿生超過凌晨一點晚歸者，前二次每次扣十點並宿舍服務五小時；第三次(含)後記申誡一次並扣十點。

(三)每期末關閉宿舍時，住宿生物品未依規定擺放、寢室內物品未清空、寢室未清掃乾淨等，經檢查不合格者記申誡一次，宿舍管理員可沒收物品、清潔保證金 **500** 元，及下學年度不得登記住宿。

(四)研究生將 24 小時門禁卡借給大學生使用或在夜間宿舍關閉後開啟門讓夜歸學生進入宿舍者，第一次記申誡，再犯者記小過。

(五)住宿生於宿舍區域燃放鞭炮或易燃物者，第一次申誡兩次，第二次記小過，第三次勒令退宿且不退費。

五、學生行為有下列各項之一者，予以記小過以上處分：

(一)不服從管理員及宿舍幹部指導，屢勸不聽者，記小過處分。

- (二)住宿生於宿舍打麻將記小過一次並沒收麻將相關物品。
- (三)擅闖異性住宿區者，新生記小過，舊生記小過並扣八點，第二次新生記大過，舊生勒令退宿且不退費。
- (四)對關閉之寢室擅自開啟進住者，新生記小過，舊生記小過並扣八點，第二次新生記大過，舊生勒令退宿且不退費。
- (五)住宿生留宿親友同學者，第一次記小過並扣八點，第二次記大過，勒令退宿且不退費。
- (六)爬窗戶、門或氣窗進入宿舍者，第一次記小過，第二次記小過並勒令退宿且不退費。
- (七)非住宿生未經核准或辦理會客，擅自進入宿舍者，予以記小過處分。
- (八)將床位轉讓他人者，雙方一律記小過並勒令退宿且不退費。
- (九)住宿生於宿舍抽菸者第一次記小過，第二次記小過並勒令退宿且不退費。上述抽菸者在校期間不得再申請登記住宿。
- (十)住宿生於宿舍內喝酒，第一次記小過，第二次記小過並勒令退宿且不退費。
- (十一)住宿生於校外喝酒回宿舍鬧事者，第一次記小過，第二次記小過並勒令退宿且不退費。
- (十二)住宿生未經申請核准退宿而私自搬離宿舍者，記小過並勒令退宿且不退費。

六、學生行為有下列各項之一者，予以記大過並勒令退宿且不退費。

- (一)住宿生擅自招外人在宿舍不法集會者。
- (二)蓄意破壞宿舍之設備與公物者（含擅自移動固定式寢具）。
- (三)攜帶危險或違禁品進入宿舍，造成重大安全危害者。
- (四)違犯校規情節嚴重者。
- (五)不服從宿舍管理員或宿舍幹部指導，情節嚴重者。
- (六)在宿舍內賭博、偷竊、鬥毆或滋事者，依學生手冊獎懲辦法處理並勒令退宿且不退費。

七、凡違反宿舍規定合於記大過以上(含)處分者，同時施以勒令退宿且不退費處分。

八、宿舍幹部表現不稱職經查屬實者，即刻更換。

九、宿舍幹部表現優良經查屬實者，予以獎勵。

## Article XII: Evaluation, Rewards and Punishment

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- (1) The Dormitory Administrator, administration staff and boarding counselor shall evaluate the performance of students in the dormitories.
- (2) If any of the following is applicable to the students, the students concerned shall be punished by assignment to labor service in the dormitory
  - (a) Students who need to borrow the bedroom key or need assistance in opening the automatic door of the dormitory entrance are required to perform one hour of labor-service at the dormitory before the key can be renewed for borrowing. (Each time of borrowing is limited to one week. Borrowing for more than seven days will result in the student being required to perform one hour of labor service at the dormitory before the key can be renewed for borrowing).

(b) Students living on-campus may request to switch to another bed with the Dormitory Administrator within the 1<sup>st</sup> week of the semester. If it is necessary to switch beds in the middle of the semester for a specific reason, five hours of labor-service at the dormitory is required. Once switch is permitted in each semester.

(c) If specific bedrooms of the dormitory fail the health inspection, all members of the bedroom are required to perform cleaning duties of the entire floor for 10 hours. Those who cannot perform the duties for 10 hours are not entitled to register for living on-campus the next semester.

(3) A point system will be applied to students who exhibit any of the following behaviors. Students who are tracked by the point system will be subject to labor-service at the dormitory. The points will be accumulated in each semester. New students who are marked with 30 points or more will be subject to admonition, with 50 points or more will be ordered to move out immediately without refund. Continuing students who are marked with 30 points or more will be subject to admonition, with 40 points or more will be subject to a black mark and will be ordered to move out of the dormitory at once without refund.

The rules are specified:

- 1) Two points will be marked for assistance in opening the automatic door at the entrance of the dormitory more than three times
- 2) Littering in the dormitory: marked with two points.
- 3) Removal of public property (desks from bedrooms, books, newspapers, and other items) without putting them back to their original positions: marked with two points.
- 4) Failure to keep public equipment clean after use: marked with two points. If damage is caused to the equipment due to improper use, four points will be marked.
  - 5) Sneaking inside the dormitory will be marked with three points for every two counts of misdemeanors. Misdemeanors for the third time or more will be punishable by marking with three points and five hours of labor-service at the dormitory.
- 6) Vandalism to public property: marked with three points.
- 7) Evasion of service: marked with three points for the first offense, and marked with eight points for the second and any subsequent offenses.
- 8) Taking leave for more than the allowable days, or, staying outside for the night without taking leave (excluding holidays): marked with four points.
- 9) Disturbing other students in sleeping or studying: marked with four points.
- 10) Staying outside for the night for more than two days without the consent of the parents: marked with four points.

- 11) Placing debris, garbage or shoes in the doorway, shoes cabinet or corridor: marked with four points.
- 12) Insubordination to the supervision of the faculty and dormitory staff:  
marked with eight points.
  - 13) For cooking inside the dormitory, related items will be confiscated and the student will be marked with eight points.
  - 14) Confiscation of home appliances except hair dryers, low-voltage desk lamps, electric shavers, fans, radios, mobile phone and computers and marked with eight points.
- 15) Relocation or exchange of bedrooms with others without permission: marked with eight points.
- 16) Keeping a pet in the bedroom of the dormitory: marked with eight points.
  - (4) If any of the following is applicable to specific students, the students concerned shall be subject to punishment at a higher level than admonition:
    - (a) Use of a proxy in the roll call, or acting as the proxy for another student in the roll call, will be punishable by admonition.
    - (b) Students living on-campus who return to the dormitory beyond 01:00 will be subject to punishment by marking with 10 points for returning late every other time and five hours of labor-service at the dormitory. Returning late for the third time and beyond will be punishable by admonition and marking with 10 points.
    - (c) Students who fail to place their personal effects in the designated places, remove all items from the bedrooms, clean up the bed rooms and fail in the inspection at the end of the semester will be subject to punishment by admonition. Accordingly, the Dormitory Administrator may confiscate the items, withhold NT\$500 from the security deposit, and deprive the students of the rights of registration for living in the dormitory the next semester.
    - (d) Postgraduate student lending the 24 hours dormitory access card to undergraduate students or letting in students who are late will be reprimanded. A black mark will be given for repeating the offence.
    - (e) Students living on-campus who play with fire crackers or inflammable substances at the dormitory zone will be subject to punishment by admonition for the first offense, a black mark for the second offense, and ordered to move out from the dormitory for the third offense.
  - (5) If any of the following is applicable to specific students, the students concerned shall be subject to punishment at a level higher than black mark.
    - (a) Several counts of insubordination to the supervision of the Dormitory

Administrator and the administration staff shall be subject to punishment by black mark.

(b) Students who play mahjong in the dormitory shall be punished by a black mark and related items will be taken into temporary custody. (c) Trespassing into the dormitories of the opposite sex, or inviting persons of the opposite sex to the dormitory shall be punishable by one black mark for the new students, and a black mark and marking of 8 points for continuing students. For the second offense, new students will receive two black marks, and continuing students will be ordered to move out immediately without refund.

(d) Keeping another person, who may be a relative, friend, or classmate, for the night in the dormitory shall be punishable by one black mark and marking of eight points for the first offense, and two black marks and being ordered to move out immediately without refund for the second offense.

(d) Students who get into and out of the dormitory by climbing through the window, door, or ventilation opening shall be punished by one black mark for the first offense, and two black marks and being ordered to move out immediately without refund for the second offense.

(e) Students not living on-campus who enter the dormitory as visitors without permission or registration for the meeting shall be punishable by one black mark.

(f) Students who sublet their dormitory bed to a third party will be punished by one black mark to both parties and both parties will be ordered to move out immediately without refund.

(g) Students who smoke in the dormitory shall be punished by a black mark for the first offense, and will be given a black mark ordered to move out from the dormitory immediately without refund for the second offense. The aforementioned smokers will not be permitted to apply for living on-campus again.

(h) Students who drink alcoholic beverages in the dormitory shall be punished by a black mark for the first offense, and will be given a black mark and ordered to move out from the dormitory immediately without refund for the second offense.

(i) Students living on-campus returning to the dormitory after drinking outside and stirring up trouble shall be punished by a black mark for the first offense, and will be given a black mark and ordered to move out from the dormitory immediately without refund for the second

offense.

(j) Students living on-campus who move out of the dormitory without an application for approval shall be punished by a black mark and be ordered to move out from the dormitory immediately without refund.

(6) If any of the following is applicable to specific students, the students concerned shall be punishable by a demerit point and may be ordered to move out of the dormitory depending on the circumstances.

(a) Students living on-campus solicit people from outside for an unlawful assembly in the dormitory.

(b) Vandalism of dormitory equipment and public property (including moving fixed bedding facilities without permission).

(c) Bringing hazardous or banned substances into the dormitory that severely jeopardize the safety of the.

(d) Gross violation of university regulations.

(e) Insubordination to the supervision of the Dormitory Administrator or the administration staff with serious consequences.

(f) Gambling, larceny, fist fighting or causing trouble in the dormitory shall be punishable in accordance with the “Regulations Governing the Reward and Punishment of Students”. If the offense is serious, the students concerned may be ordered to move out of the dormitory immediately without refund.

(7) Borders that violate dormitory rules and given a heavy penalty (inclusive) at the same time, will be ordered to move out immediately without refund.

(8) Incompetent dormitory committee members will be replaced at once.

(9) Dormitory committee members with excellent performance will be awarded.

第十三條 宿舍修繕：學生宿舍之設施故障時，請住宿學生至學校首頁之「宿舍維修申請系統」或宿舍管理員室之修繕請修簿登記；總務處派員維修，以確保學生住宿品質。

Article XIII: Repair of the dormitory: in the case of malfunction of the dormitory facilities, students should visit the “Dormitory Repair Application System” on the home page of the university website or register with the registry of request for repair at the office of the Dormitory Administrator. The Office of General Affairs will then dispatch its staff to handle the repairs to ensure a proper quality of living for the students dwelling at the dormitory.

第十四條 其他有關宿舍住宿登記優先順序及寒暑假外借男女生分配事宜，另以作業要點訂定之。

Article XIV: The details of the priority for students in applying for living on-campus and the availability of dormitory space for male and female students during the term breaks in the Summer and Winter will be regulated in separate codes.

第十五條 本辦法經學生事務委員會會議通過，陳請校長核定後實施，修訂時亦同。

Article XV: These Regulations shall be subject to the resolution of the Student Affairs Committee Meeting and the final approval of the University President. The same procedure is applicable to any amendment thereto.