成大好宅

成大住宿服務組 NCKU Housing Service Division
來到成大
邁向成功
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住宿服務組簡介
緣起

本校住宿服務組隸屬於學生事務處，於98年3月2日在前學務長徐畢卿博士的催生下成立，期勉住宿服務組的成立具有時代意義，宿舍生活是大學生涯重要面向之一，不再是僅僅是吃飯睡覺的地方，而是生活教育的重要場所，藉著日常生活的實踐內化為人處事的道理，是一種隱藏式課程，因此住宿服務組除了提供優質的服務外，更肩負建構優質環境的使命，體認人事物間和諧共處的哲學，達成境教重視生命從容的涵養。

工作目標與推動內容

(一) 工作目標
1. 「安適住居」—營造安全與溫馨之居住環境。
2. 「樂於學業」—建構教室及圖書館之外的另一學習場所。
3. 「身心健全」—正向體會並實踐群己關係。
4. 「成就品格」—培養並實現教育的真正目的。
5. 「人文關懷」—關心全球及社會議題。
6. 「人員發展」—強化學務工作之運作。
7. 「健康飲食」—餐廳營運與管理。

(二) 工作內容

宿舍行政服務與管理：床位分配與管理、宿舍修繕與整建、宿舍防災救護演練。
宿舍生活輔導：宿舍社區文化營造、宿委會輔導與運作。
住宿 E 網入口：住宿申請、床位異動(含空床位查詢、轉換宿舍)、住宿紀錄查詢、各項統計報表之查詢等。
學生宿舍餐廳管理與督導(光復餐廳、敬業餐廳)。
<table>
<thead>
<tr>
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<th>聯絡分機</th>
<th>E-Mail</th>
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</thead>
<tbody>
<tr>
<td>臧台安</td>
<td>組長</td>
<td>86341</td>
<td><a href="mailto:z6712002@email.ncku.edu.tw">z6712002@email.ncku.edu.tw</a></td>
</tr>
<tr>
<td>劉沛翰</td>
<td>輔導員（光二舍）</td>
<td>86350 (51602)</td>
<td><a href="mailto:z10304005@email.ncku.edu.tw">z10304005@email.ncku.edu.tw</a></td>
</tr>
<tr>
<td>王淑娟</td>
<td>輔導員（光一、三舍）</td>
<td>86347 (51323)</td>
<td><a href="mailto:z10303037@email.ncku.edu.tw">z10303037@email.ncku.edu.tw</a></td>
</tr>
<tr>
<td>林筱萱</td>
<td>輔導員（勝四、六舍）</td>
<td>86353 (89200)</td>
<td><a href="mailto:z9501033@email.ncku.edu.tw">z9501033@email.ncku.edu.tw</a></td>
</tr>
<tr>
<td>林幼絲</td>
<td>辅導員（外籍生）</td>
<td>86357</td>
<td><a href="mailto:ysluc@mail.ncku.edu.tw">ysluc@mail.ncku.edu.tw</a></td>
</tr>
<tr>
<td>劉沛翰</td>
<td>輔導員（光二舍）</td>
<td>86350 (51602)</td>
<td><a href="mailto:z10304005@email.ncku.edu.tw">z10304005@email.ncku.edu.tw</a></td>
</tr>
<tr>
<td>董雨昇</td>
<td>輔導員（光一、三舍）</td>
<td>86347 (51323)</td>
<td><a href="mailto:z10303037@email.ncku.edu.tw">z10303037@email.ncku.edu.tw</a></td>
</tr>
<tr>
<td>王淑娟</td>
<td>輔導員（敬一、三舍）</td>
<td>86351 (37000)</td>
<td><a href="mailto:Z10603049@email.ncku.edu.tw">Z10603049@email.ncku.edu.tw</a></td>
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<tr>
<td>林筱萱</td>
<td>輔導員（勝四、六舍）</td>
<td>86353 (89200)</td>
<td><a href="mailto:z9501033@email.ncku.edu.tw">z9501033@email.ncku.edu.tw</a></td>
</tr>
<tr>
<td>李羽珊</td>
<td>輔導員（勝一、二、三舍）</td>
<td>86352 (88800)</td>
<td><a href="mailto:zdlik18@gmail.com">zdlik18@gmail.com</a></td>
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<tr>
<td>黃郁芳</td>
<td>輔導員（勝八、九舍）</td>
<td>86354 (89800)</td>
<td><a href="mailto:fang415@gmail.com">fang415@gmail.com</a></td>
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<tr>
<td>陳國良</td>
<td>管理員（光一、三舍）</td>
<td>51300</td>
<td><a href="mailto:z7409004@email.ncku.edu.tw">z7409004@email.ncku.edu.tw</a></td>
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<tr>
<td>李俊昇</td>
<td>管理員（光二舍）</td>
<td>51600</td>
<td><a href="mailto:z10405038@email.ncku.edu.tw">z10405038@email.ncku.edu.tw</a></td>
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<tr>
<td>宋順德</td>
<td>管理員（敬一舍）</td>
<td>37000</td>
<td><a href="mailto:z8812007@email.ncku.edu.tw">z8812007@email.ncku.edu.tw</a></td>
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<tr>
<td>黃朵妙</td>
<td>管理員（敬三舍）</td>
<td>36200</td>
<td><a href="mailto:y19690508@yahoo.com.tw">y19690508@yahoo.com.tw</a></td>
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<tr>
<td>吳恩雅</td>
<td>管理員（勝八舍）</td>
<td>89800</td>
<td><a href="mailto:z10601028@email.ncku.edu.tw">z10601028@email.ncku.edu.tw</a></td>
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<td>86354 (89800)</td>
<td><a href="mailto:fang415@gmail.com">fang415@gmail.com</a></td>
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</tbody>
</table>

### 校外賃居服務

承辦組室【軍訓室】 分機：50700

服務內容:

1. 辦理賃居安全主題講座，邀請崔媽媽基金會等專業領域人士擔任講座。
2. 賃居校外學生租屋處安全性訪視。
3. 設置校外賃居服務網，內容包含校內外的住宿資訊、校外住宿的合約範本及租屋資訊等，提供同學們安全的校外住宿環境。

校外賃居服務網網址: [http://dorm2.osa.ncku.edu.tw](http://dorm2.osa.ncku.edu.tw)
學生宿舍自治委員會簡介

「學生宿舍自治委員會」簡稱為「宿委會」。宿委會之設立，除了培養校園學生自治精神；協助宿舍相關服務之外，更重要的是，宿委會是代表住宿生直接和學校溝通的組織，也是表達住宿生意見的最佳管道。

例行事務

◆ 每月宿委大會—宿委會每個月藉由例行宿委會議，進行討論與溝通各項住宿議題，並針對住宿生的意見及提議，向學校報備或提出實際需求及改善意見。

◆ 每月宿舍違規審議小組會議—住宿生在住宿期間若不小心違反了宿舍管理相關規則，情節重大者也會透過宿委會的「宿舍違規審議小組」會議，一一對於住宿生的違規情形及相關因素討論，再向住宿服務組提出處置建議。

組織及分工

◆ 主任委員：1人，由全體宿舍自治委員推選產生。

◆ 秘書團：主秘1人，另由主任委員、副主任委員選任秘書3人。

◆ 工程與福利組：副主任委員1人；宿舍自治委員6-7人
  任務：負責籌畫及辦理全校性宿舍活動，如宿舍自治幹部選舉、新生進住服務等活動。

◆ 財政與床位組：副主任委員1人；宿舍自治委員6-7人
  任務：負責宿舍辦理活動相關經費審核及支出；寒暑假營隊租借學校宿舍之床位安排

◆ 修法組：副主任委員1人；宿舍自治委員6-7人
  任務：增訂或修正宿舍相關條文，如例年設置條文因時代變遷而不符現實情況而需修訂者。

組成方式

宿委會於每學年度結束前，均會舉辦下學年度宿舍自治幹部選舉，由全體住宿生分別選出該棟宿舍自治委員等人，而各棟宿舍的自治委員名額為2至4名，若不足額亦將透過補選、薦任制來產生。

歡迎各位學弟妹加入宿委會，為居民服務，讓宿舍更加美好，提供住宿生更好的居住環境！
2018 年新生進住協力社團

感謝以下校友會及社團學長姐

熱情協助 2018 年新生進住服務工作！

歡迎並期待感受到校友會及社團學長姐的溫馨與熱情的您

一起加入 2019 年新生進住服務！

中友會—光一二舍行李搬運
南友會—敬業校區交通指引及行李搬運
雄友會—勝利校區交通路線規劃與指引
打狗會—勝利一二三舍行李卸運
竹友會—勝利八九舍行李卸運
童軍團—光復校區交通指引
板車服務團—板車行李搬運
# 大學部學生宿舍收費一覽表

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<td>2720 元</td>
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<td>光二舍 （男生）</td>
<td>9960 元</td>
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<tr>
<td>敬一舍 （男生）</td>
<td>9911 元</td>
<td>9400 元</td>
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註 1：學期住宿費內含 200 元之宿舍網路使用費。

註 2：宿舍網路服務由計網中心提供（洽詢分機：61010）。
大學部學生宿舍規格一覽表

男生宿舍

<table>
<thead>
<tr>
<th>宿舍</th>
<th>項目</th>
<th>長(cm)</th>
<th>寬(cm)</th>
<th>規格</th>
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<th>床位數</th>
<th>備註</th>
<th>管理員</th>
</tr>
</thead>
<tbody>
<tr>
<td>光一</td>
<td>寢室</td>
<td>約5.39坪</td>
<td>10層樓</td>
<td>3人雅</td>
<td>冷氣</td>
<td>798</td>
<td>各寢室獨立電表·所有電費另計</td>
<td>陳國良51300</td>
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<tr>
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<tr>
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<td>床</td>
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<td>62</td>
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</table>

註：1. 床的邊緣護欄高度為10公分，購買床墊時請注意厚度。
2. 一般市售床墊大小為3*6尺(約90*180公分)，各宿舍床位皆適用。
女生宿舍

<table>
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<tr>
<th>宿舍</th>
<th>項目</th>
<th>長 (cm)</th>
<th>寬 (cm)</th>
<th>規格</th>
<th>設備</th>
<th>床位數</th>
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<th>管理員</th>
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<tr>
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<td>寢室</td>
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<td>分上、下舖</td>
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<td>書桌</td>
<td>100 65</td>
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<td>書桌</td>
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<td>2 上舖、2 下舖</td>
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<td>書桌</td>
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</tbody>
</table>

註：1. 寢室長寬皆未含窗邊置物壁櫃。
2. 床的邊緣護欄高度為 10 公分，購買床墊時請注意厚度。
3. 一般市售床墊大小為 3*6 尺(約 90*180 公分)，各宿舍床位皆適用。
大學部宿舍寧靜區介紹

<table>
<thead>
<tr>
<th>宿舍</th>
<th>推行區域</th>
<th>住宿生活公約與相關規範</th>
</tr>
</thead>
<tbody>
<tr>
<td>勝一舍</td>
<td>1 樓：102-157 2 樓：239、241、243、245-266 3 樓：339、341、343、345-366 4 樓：539、541、543、545-566 (1 樓整層、2-4 樓西側 4 人房)</td>
<td>勝一舍住宿生活公約</td>
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<tr>
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<td>勝二舍</td>
<td>2、3 樓</td>
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<td>勝三舍</td>
<td>1、2 樓</td>
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<td>勝八舍</td>
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<td>2、3 樓</td>
<td>勝九舍住宿生活公約</td>
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<td>5-10 樓</td>
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<tr>
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</tr>
<tr>
<td>敬一舍</td>
<td>6-10 樓</td>
<td>敬一舍住宿生活公約</td>
</tr>
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</table>
1. 體育組辦公室前（上班時間）
2. 光二舍一樓大門口（24小時）
3. 教務處註冊組一樓走廊（上班時間）
4. D-24 討論室門口（24小時）
5. 二活一樓大門口（24小時）
6. 敬三舍一樓南側（24小時）
光一宿舍介紹
光一舍位於光復校區，從台南後火車站一出來即可看見。宿舍鄰近光復操場、學生活動中心及育樂街，不論是想要運動、跑社團或是覓食都相當方便。光一共十層樓 798 床，每間寢室有三張床位，皆為上鋪。

每層樓皆備有飲水機，並設有自修室和交誼廳（1樓沒有）；B1F設置了電視機、多功能研討室、桌球室，提供居民更多活動選擇。烘衣機（30mins/20 元）和洗衣機（10 元/次），脫水機（免費使用）在單數樓，浴室廁所位於各樓層 3 側走廊的底部。單數樓層走廊末端均有晾衣間，請記得
將晾乾之衣物取回。

居民的個人物品(Ex:鞋或雨衣)不能放在走廊上或吊掛於線架上。而每層樓自修室，離座時請將貴重物品隨身攜帶，並將垃圾带走或丟棄以維持環境整潔。提醒同學請勿將個人財物留在自修室或交誼廳，也別把自修室的桌椅搬到寢室內。

在公共區域的電視、遙控器、報紙刊物和椅子等均屬於宿舍財產，請愛惜使用，勿擅自拿走。在地下室看電視，夜深後請注意電視與交談音量，最後一位使用者請在離開前關閉電視、電燈及電扇的電源。若有物品損毁，可以到一樓管理員室門口填寫修繕單。管理員服務時間基本上為周一至週五白天上班時間，週末及晚間值班時間請參考住服組網頁資訊。

宿舍所有重要的事項皆會公佈於一樓電子看板及電梯內公佈欄，輔導員也會發email通知，請居民一定要隨時留意。
光二宿舍介紹
本宿舍位於光復校區西側，鄰近後車站、光復操場及軍訓室。地下室有光復學生餐廳，生活機能十分便利。整棟宿舍共有 252 間寢室，每間可住四人，共計 1,008 個床位，寢室皆設置冷氣機。光二舍已於 102 年暑假完成全棟整修翻新，目前為成大數一數二的嶄新宿舍。

寢室為四人房型，具備有個人專用衣櫥，上層為床鋪，下層為書桌、矮櫃，並設有書架、三孔電源插座和網路線插孔。寢室備有冷氣，採獨立電錶計費，電費收取採兩階段收費方式，缴费日期及方式會於學期間另行公告。為了住宿生的住宿安全，寢室內禁止使用高耗電電器用品 ( 如電鍋、微波爐、電磁爐、烤箱、電熱水瓶、電熨斗、電暖爐等 )，禁止放置水果刀、美工刀以外之危險刀具或汽油、柴油、煙火等易燃物，並禁止飼養寵物、抽菸與使用瓦斯爐等鍋具。若要放置冰箱，則需另外提出申請並依規定另外繳交電費。

光二舍一樓大廳共有四個出入口，具有多台販賣機，販賣多種飲料、零食、泡麵等。另於大門入口處左側設有交誼廳，設置沙發、書報架。另設有大型液晶電視，同學在此可以欣

<table>
<thead>
<tr>
<th>寢室內部</th>
<th>寢室內部</th>
</tr>
</thead>
<tbody>
<tr>
<td>寢室為四人房型，具備有個人專用衣櫥，上層為床鋪，下層為書桌、矮櫃，並設有書架、三孔電源插座和網路線插孔。寢室備有冷氣，採獨立電錶計費，電費收取採兩階段收費方式，缴费日期及方式會於學期間另行公告。為了住宿生的住宿安全，寢室內禁止使用高耗電電器用品 ( 如電鍋、微波爐、電磁爐、烤箱、電熱水瓶、電熨斗、電暖爐等 )，禁止放置水果刀、美工刀以外之危險刀具或汽油、柴油、煙火等易燃物，並禁止飼養寵物、抽菸與使用瓦斯爐等鍋具。若要放置冰箱，則需另外提出申請並依規定另外繳交電費。</td>
<td></td>
</tr>
<tr>
<td>光二舍一樓大廳共有四個出入口，具有多台販賣機，販賣多種飲料、零食、泡麵等。另於大門入口處左側設有交誼廳，設置沙發、書報架。另設有大型液晶電視，同學在此可以欣</td>
<td></td>
</tr>
</tbody>
</table>
賞各類有線電視節目 ( 電視開放時間為 8:00~24:00 )。
宿舍備有專用洗衣間 ( 位於一樓西側 , 近西側出入口 ) , 備有多台投幣式公用洗衣機、烘衣
機供同學們使用。RO 逆滲透飲水機 ( 具冰溫熱開水 ) 、脱水機則位於各側曬衣間。此外,
一樓設有心靈小站諮商室、二、三樓設有小型公共交誼廳、四~十樓大廳設有自修室 , 提
供建住宿生回到宿舍後另一個討論功課、安靜念書的好場所。在宿舍安全上 , 各樓層均設備有消防設備 , 並依照規定定時維護保養 , 各樓層監視摄影
機 24 小時運作 , 亦設有假日及夜間保全人員 , 為住宿生的安全把關。
每樓層皆設有一般垃圾、可回收垃圾和廚餘處理區 , 並且定期都有清潔阿姨前來打掃維
護環境 , 乾淨、整潔、明亮的光二舍 , 歡迎大家蒞臨指教。

宿舍活動
光二宿舍經常不定期舉辦活動 , 與宿舍居民同樂 , 以往辦過的活動例如 : 宿舍盃籃球、桌
球比賽、冬至吃湯圓、耶誕節系列活動等等 , 居民反應都非常熱烈 , 這一切都能夠提升宿
舍居住品質 , 讓學生有更好的生活空間。
勝一宿舍介紹
勝一舍位於勝利校區後門，在校區內有圖書部、有游泳池、體適能中心。整體來說是一個生活機能相當方便的地方。勝一舍為一長條形建築，計有四層樓，共有783床。

每寢皆設置冷氣，採獨立電錶計費，寢室冷氣費由同寢室居民均分，建議自備小型電風扇，提升冷氣冷房效能、節省電費。勝一舍房間分別有三人房及四人房。值得一提的是勝一舍有超大的書桌，居民放上桌上型電腦後，仍然有很大的空間可放置其他物品。
勝一舍的浴廁在宿舍的兩側跟中間。

洗衣機（一樓兩台，其他樓層三台）與兩台脫水機與一台烘衣機放置於每一層樓的中間浴室。對於學生來說是相當實惠的設備。除一樓以外，每一層樓都有一間交誼廳，提供居民平時交流的空間。裡面也有報紙、電視，供居民打發時間。

為提升生活品質，設有公共冰箱，並於B1設置了自修室、桌球桌，歡迎居民多多利用！

另外每層樓兩端與中間共有四台飲水機，供應冷、熱、溫水供居民使用。飲水機與洗衣機都會定期清洗，保障住宿居民的權益。不過若有公用設施損壞，也請居民通知服委室，讓管理人員通知廠商來維修。建議新生可先買洗衣籃、面盆等盥洗用具，床墊部份可以自行購買。一般單人床床墊規格都放得下。若覺得搬運麻煩，也可到台南再購買。
敬一宿舍介紹
位於敬業校區，鄰近自強校區及醫學院，為地上12層樓、地下兩層之建築，2到12F為住宿區，一間房可住四人，全棟共計704床。

寢室內部
寢室內部的衣櫃分布：上舖下方有左右各一個衣櫃，而衣櫃下方有四個小抽屜，一個大抽屜。在下舖下方有櫃子左右各兩個；書桌上方各有櫃子2個可放置雜物。寢室內櫃子相當的多，可善加利用將物品收納整齊，故活動空間是相當大的。
每間寢室皆設有冷氣，採獨立電錶計費，每學期結算冷氣電費，冷氣電費由寢室內居民共同自行協調。雖有設置冷氣，但平日電風扇在寢室內也是不可或缺的日用品。

### 門禁措施
敬一的電梯以及進出一樓樓梯的安全門皆須使用學生證，新生入住時憑住宿費繳費收據、2吋證件照片、身分證明文件辦理手續，領取寢室鑰匙及臨時磁卡。臨時磁卡須押身分證明文件，待學生證發下後，即可辦理退還。平日進出敬一則以四邊側門及B1、B2出口為主。

### 公共區域
一樓沙發區與電梯周圍皆有擺放販賣機，提供居民作為課餘休息、排練、或課頁討論之用，並配合維護宿舍安寧開放至22時；另有撞球設施供居民休閒娛樂使用（可至服委室押證件登記借用球）。

信箱另設置在沙發區兩旁，宿舍服務人員會按照房號將一般平信放入信箱，供居民自行領取。（包裹及掛號郵件則需持證件到服委室簽名領取）。

大型會議室位於二樓，平時不開放，若有需求可參考場地借用辦法至住服組登記、繳費借用。

桌球請至B1桌球室使用，（可至服委室押證件登記借用球具）另有B1亦規劃自修室，同學可多加利用。

### 電梯
敬一舍共計有14層樓，設有四台電梯供居民使用。為提升使用效率，減少大家等候的時間，另有分層使用設定，分為通往高樓層（7~12樓）兩台、低樓層（B1~6F）一台、全樓層電梯（包含B2地下停車場）一台，請依分區原則使用電梯。

### 服務時間
位於一樓的服委室，平日上午8時至下午5時由宿舍管理員值班服務。宿舍內部每層樓皆有洗衣機、脫水機、電視機和飲水機，生活起居相當方便。
勝二宿舍介紹
位於勝利校區芸青軒（D-24 討論室）正對面，宿舍一共四層樓 (1F、2F、3F 和 5F) 沒有 4F)，總共有 92 間房，床位共有 276 床。

每人桌底下都有電話孔、網路孔以及電源插座。網路則需自備網路線；電源插座不足或電線不夠長也請自備延長線。寢室內的冷氣為三人共用，請三人一起維護冷氣濾網的清潔。勝二舍冷氣用電另行計費，一學期使用多少度電量，會在學期中及學期末結算繳交使用冷氣電費。
勝二舍共有三個出入口，有三個樓梯可上下。宿舍內部皆備有飲水機、脫水機、洗衣機和烘衣機等，並且備有自修室。每樓皆有白板張貼公告，可供留言。交誼廳位於地下一樓有電視以及桌球室！

一樓大門處有公共電話及信箱，管理媽媽會每天到收發室幫大家拿取寄送到學校的信件、郵局包裹(或掛號信)通知單。一般信件會由勝二舍樓長協助分發；通知單會放置在一樓信箱上的黑色方籃裡，憑通知單和學生證到成功校區的收發室領取即可；查無此人的信件將不定時退回收發室和郵局。快遞會由服委室先代為簽收，收件者來領取，領取時請務必帶學生證，也不要忘了感謝管理媽媽和保全阿姨唷！

晚上12點後，各樓層走廊將熄燈，如居民因夜間走動需要開啟電燈，使用後請記得關閉。夜深後，最後一位使用浴室的居民也請在使用後關閉電燈電源。水電資源珍貴，請節約用水用电。
勝三宿舍介紹
位於勝利校區芸青軒（D-24 討論室）對面，宿舍一共四層樓(1F、2F、3F 和 5F，沒有 4F)總共有 107 間房，床位共有 321 床。

每人書桌下方都有電話孔、網路孔以及電源插座；網路則需自備網路線；電源插座不足或電線不夠長也請自備延長線。寢室內每人都有一個大衣櫃可使用，衣櫃大小如同上圖所示，有半張床舖這麼寬大。衣服多的女生，不用擔心衣服放不進衣櫃中。

寢室書桌若要放置個人電腦建議以液晶螢幕或筆記型電腦為佳。房間坪數不大，如有需要盡量帶小型電扇節省空間。寢室電源插座不多，建議自備一兩條延長線，會比較方便。勝三舍冷氣用電另行計費，一學期使用多少度電量，會在學期中及學期末結算繳交使用冷氣電費。
宿舍內部

勝三舍共有三個出入口。和三座樓梯，在右圖中最左邊的樓梯是螺旋樓梯，是勝三舍招牌標示。每層樓皆有洗衣機和脱水機，烘衣機則位於二、三樓的中央浴廁中。因宿舍內部公共空間不大，所以曬衣場設於頂樓以及宿舍後的空地。在每層樓的中央浴廁有一坐式馬桶外，其餘廁所皆為蹲式。為維護洗手台整潔，請勿遺留食物殘渣和尚未清洗的餐具。洗手台上有公用洗衣板，提供手洗衣物的居民使用。3F 設有公共冰箱。

自修室位於一樓，共有 22 個個人座，提供相當良好的自修環境。公告欄位於各樓中間樓梯間，請各位居民平時要多注意公告。交誼廳位於地下室，共有兩台電視和大桌子數張，方便同學討論使用。各樓中間樓梯間、一樓大廳有穿衣鏡，整理好服裝儀容，每天都是美美地出門。信箱位於一樓自修室外，工讀生會將各寢的信件分送到信箱。
勝八宿舍介紹
位於勝利校區，分南北兩棟，設計規格皆相同。每棟有十層樓，除北棟一樓有四間寢室外；兩棟二樓均有九間寢室；三至十樓皆為十間寢室。共有 182 間房間，728 個床位。

每間寢室房型設計為套房，居住數為四人，有獨立衛浴設備。衛浴設備屬於浴廁分離：浴室為淋浴、廁所有坐式馬桶。建議室友間先協調打掃浴室及廁所的時間與工作分配，因為女生頭髮較長，容易將排水孔堵塞，造成積水孳生蚊蟲。廁所內可放置垃圾桶，方便將使用過的衛生用品丟棄。

每個人的書桌皆有三層書架和兩個抽屜，書桌邊皆有網路孔。網路線長度可等搬進宿舍確定電腦的擺放位置再去購買。因個人書桌空間不大，所以尚未購買電腦的同學，可選擇購買主機較小的電腦。若已購買電腦使用的同學，多準備一條延長線，將主機放置書桌底下，讀書空間會比較大。寢室空間很大，但個人置物櫃不多，公共區域四人物品
放在一起會相當混亂。若使用收納櫃將四人物品分門別類，住起來會相當舒適。
在門口邊的衣櫃為四人並排，空間不大，所以做好收納是相當重要。建議購買中型整理抽屜或三層櫃。當衣物累積越來越多，亦可擺放得相當整齊有序。床位分為一側兩床（上下舖），上下舖牆壁皆無插座。若想在床上放小電扇或小檯燈的居民，可使用旁邊座位的電源孔，或是自備延長線。在窗檯邊也有兩個矮櫃，分為四區讓同學放置較少使用到的物品。上面放置寢室配備的冰箱。

勝八舍最大優點為房間內空間寬敞、通風良好，且寢室內部設置冷氣及冰箱，十分方便。冷氣與冰箱電費需要同學自行負擔，以寢室為單位統一繳費，所以室友之間要協調好冷氣使用與電費分攤方式；且電器用品也是需要定期保養，建議每1-2個月清洗冷氣濾網、冰箱除霜，可提升冷氣與冰箱的使用效率、節約能源、減少電費支出喔！

宿舍內部

出入口：勝八舍南北兩棟各有兩個出入口，分別位於中央大門及西側，總共有兩個樓梯可以上下樓：中央樓梯和西側樓梯。在中央樓梯旁設有兩座電梯，搬運物品時相當方便。

公共設備：勝八舍南北樓各在二樓配置一間自習室，每樓東側都有曬衣場、飲水機、脫水機及公共洗手間。洗衣機、烘衣機、電熱水器則是分層設置。交誼廳位於一樓，有當日報紙、電視及體重計。宿舍信箱在一樓公布欄下，以不同樓層分信；若有宅配、貨運會由勝八九服委室代收，同學再憑證件領回；如果是郵局掛號，則會以Email通知，請居民自行至成功校區收發室領取。勝八舍一樓有自動販賣機，有泡麵、餅乾、飲料等。宿舍重要事項與活動，都會公布在1F電梯內、外公佈欄。請同學務必多多留意，以免錯過重要訊息。
勝九宿舍介紹
位於勝利校區最後方，總共有 162 間房，每間寢室有三個床位，共 486 床。走路 3 分鐘就到勝後的長榮路、東寧路上的餐飲、藥妝、服飾店，吃飯購物都很方便！

每人桌底下都有電話孔、網路孔以及電源插座。網路則需自備網路線；電源插座不足或電線不夠長也請自備延長線。床頭櫃上亦貼心的設有插座，有睡前閱讀習慣的同學可放小檯燈。

每間寢室皆有八十公升的小冰箱。有小冰箱和冷氣是件快樂事，但電器用品也是需要定期保養！建議每 1-2 個月清洗冷氣濾網、冰箱除霜，可提升冷氣與冰箱的使用效率、節約能源、減少電費支出喔！

勝九內每間寢室皆有獨立電表，全寢電器用電（含大燈、插座）都計算在內，需另外付費，住宿費不包含電費。每學期中及學期末會公告各寢室應繳交電費，由寢室三人協調繳交。

重要的公告訊息都會放在 1F 西側入口大廳的大公佈欄中，同學進出時可留意公布事項，以免錯過重要訊息。
勝九舍共有四個出入口，每層均設有一間採辦公室隔間的自習室、兩個曬衣場、公共浴室和廁所。浴室採用淋浴設計，內有衣架和掛勾。中間廁所較大，有蹲式和坐式。而西側廁所只有蹲式。每層樓在左側浴室後方，皆有洗衣機和脫水機。烘衣機則在二樓和三樓。放置曬衣場的衣物，可在衣架上貼上姓名貼紙或做記號，以免其他居民誤拿太相似的衣物或衣架。除了各樓層的2個曬衣場之外，1F東側還有一片曬衣空間，設有及肩高度的曬衣繩，要曬棉被與枕頭很方便，衣服曬乾的速度超快！冬天蓋著曬過太陽的溫暖棉被，十分舒服喔。

在一、二樓有飲料食物自動販賣機，若遇機器吃錢，可至委員室留下聯絡方式給廠商，以領回被吃的錢；每層樓皆有RO逆滲透飲水機，消毒時段不同，所以不用擔心飲水問題。交誼廳則位於地下一樓，有書報櫃和電視，一樓大廳則有當日報紙。而如果寢室內公用物品損壞，可到勝八、九委員室登記修繕，會有親切的管理阿姨幫忙。
**National Cheng Kung University Student Housing Contract**

96.06.01 95 學年度第 2 學期學生宿舍服務暨輔導委員會通過
Approved by the meeting of the Student Dormitory Services and Counseling Committee in Academic Year 2006-07 on June 1, 2007

97.06.27 96 學年度第 2 學期第 2 次學生宿舍服務暨輔導委員會修正通過
Revised by the 2nd meeting of the Student Dormitory Services and Counseling Committee in the spring semester of Academic Year 2007-08 on June 27, 2008

98.03.05 97 學年度第 2 學期學生宿舍服務暨輔導委員會修正通過
Revised by the meeting of the Student Dormitory Services and Counseling Committee in the second semester of Academic Year 2008-09 on March 5, 2009

100.10.04100 學年度第 1 學期學生宿舍服務暨輔導委員會修正通過
Revised by the meeting of the Student Dormitory Services and Counseling Committee in the fall semester of Academic Year 2011-12 on Oct. 4, 2011

101.10.23101 學年度第 1 學期學生宿舍服務暨輔導委員會修正通過
Revised by the meeting of the Student Dormitory Services and Counseling Committee in Academic Year 2012-13 on Oct. 23, 2012

104.11.19 104 學年度第 1 學期學生宿舍服務暨輔導委員會修正通過
Revised by the meeting of the Student Dormitory Services and Counseling Committee in the fall semester of Academic Year 2015-16 on Nov. 19, 2015

106.05.02 105 學年度第 2 學期學生宿舍服務暨輔導委員會修正通過
Revised by the meeting of the Student Dormitory Services and Counseling Committee in the fall semester of Academic Year 2016-17 on May 2, 2017

106.12.13 106 學年度第 1 學期學生宿舍服務暨輔導委員會修正通過
Revised by the meeting of the Student Dormitory Services and Counseling Committee in Academic Year 2017-18 on Dec. 13, 2017

【本契約事關個人權益請詳細閱讀】
【Please read this contract thoroughly as it describes all your rights and obligations as a dormitory student】

第一條 契約內容：「國立成功大學學生宿舍管理規則」、「國立成功大學宿舍床位申請標準作業流程」、「國立成功大學宿舍退宿標準作業流程」、「國立成功大學學生宿舍寒暑假住宿要點」及各舍住宿生活公約與本契約內容。本契約為約定或有爭議者，並適用民法及其他相關法律，其進一步釋疑則由「國立成功大學學生宿舍服務暨輔導委員會」為之。

**Article 1** **Content of the Contract:**

The regulations in this contract are formulated in compliance with National Cheng Kung University Student Dormitory Regulations, National Cheng Kung University Student Dormitory Accommodation Application Standard Operating Procedure, National Cheng Kung University Student Dormitory Accommodation Cancellation Standard Operating Procedure, and National Cheng Kung University Student Dormitory Summer and Winter Accommodation Standard Operating Procedure, National Cheng Kung University Operational Guidelines for Student Dormitory Accommodation During the Summer/Winter Break Period and the NCKU-designated code of conduct for each dormitory. Any other matters that are not regulated in this contract shall be dealt with according to civil law or the relevant regulations, which may be further interpreted by the Student Dormitory Services and Counseling Committee.

第二條 當事人：本住宿契約之當事人為國立成功大學（下稱甲方），與租用宿舍之學生（下稱乙方），而管理單位為國立成功大學住宿服務組。

**Article 2** **Parties Involved:**

This contract is signed between National Cheng Kung University (hereinafter as Party A) and the undersigned dormitory student (hereinafter as Party B), with the Housing Service Division as the unit of administration.
第三條 租用宿舍期限：自民國 年 月 日起至 年 月 日止或依甲方之公告

Article 3 Duration of Accommodation:
The duration of dormitory accommodation runs from__________ to _________(or the date designated and published by Party A).

第四條 租用標的物：本租用契約標的物為乙方所配住之寢室床位、家具與該配住宿舍提供
給全體宿舍租用人共同使用之空間與設備。

Article 4 Objects and Items Leased:
The objects and items leased include the bedroom, bed and furniture assigned to Party B and public space and facilities shared by all dormitory students.

第五條 住宿費用：學生宿舍收費，依「國立成功大學學生宿舍服務暨輔導委員會」決議收
費標準。

Article 5 Accommodation Fees:
The accommodation fees shall be paid according to the designated rates of dormitory accommodation approved by the Student Dormitory Services and Counseling Committee.

第六條 使用租用宿舍之限制：

Article 6 Dormitory Residence Restrictions:
一、乙方應於租用期間內遵守「國立成功大學學生宿舍管理規則」、各舍住宿生活
公約及其他宿舍相關規定。
During the lease period, Party B should abide by National Cheng Kung University Student Dormitory Regulations, dormitory code of conduct and relevant regulations.
二、乙方應依規定之期限內完成體檢，無故未體檢者，契約當然終止，並依學生宿
舍管理規則議處。
Party B shall complete the physical examination by the designated deadline. Should Party B fail to do so, this contract shall be terminated and Party B shall be disciplined according to National Cheng Kung University Student Dormitory Regulations.
三、未經甲方同意，乙方不得將租用宿舍全部或一部份轉租、出借、頂讓，或以其
他變相方法由他人使用，違反本約定者，契約當然終止，乙方應於十日內搬離
宿舍，並依學生宿舍管理規則議處。
Without the consent of Party A, Party B shall not have the leased objects and items partially or wholly leased, lent, or transferred to others. A violation of this rule will result in the termination of this contract, in which case Party B shall leave the dormitory within ten days and be disciplined according to National Cheng Kung University Student Dormitory Regulations.
四、寢室內如有改裝設施之必要，乙方取得甲方之同意後得自行裝設，但不得損害
原有建築，乙方於交還寢室時並負責回復原狀。
With the consent of Party A, Party B may personally install a necessary fixture on the condition that no damage is done to the original structure of the bedroom. Party
B shall have the bedroom restored intact when the term of the lease is over.

五、設有公共設施之宿舍，乙方均需遵守其使用規則，違者視情節輕重予以論處。

Party B shall comply with the regulations governing the use of public facilities in the dormitory. Any violations shall be disciplined according to their severity.

第七條 租用物之毀損：乙方應以善良管理人之注意義務使用租用物，除因天災、人禍等不可抗力之因素及正常耗損外，乙方因故意或過失而致有損壞，乙方應負擔修復至原狀，若無法修復，賠償標準詳如本契約所附之財產清單價值表。寢室因自然之損壞有修繕必要時，由甲方負責修理。住宿期滿或終止契約交還租用物時，雙方應共同清點租用物。

Article 7 Damage to Leased Objects and Items:

Party B is obligated to use the leased objects and items in an appropriate and respectful fashion. Except for unavoidable disasters, human error and natural wear, Party B shall be held accountable for any damage to dormitory property. Should Party B fail to have the property repaired and restored to its original state, a compensation payment shall be made according to the price list attached to this contract.

Repairs to the bedroom due to natural damage shall be the responsibility of Party A. Both parties should check the leased objects and items when they are returned at the end of the accommodation period, or upon the termination of this contract.

第八條 契約之變動或終止：

Article 8 Changes or Termination:

一、不論任何原因搬離寢室，均須辦理離宿清點手續。未於規定期限內完成清點手續者，依情節輕重，記五至八點宿舍違規記點。

An inventory of dormitory property shall be undertaken prior to any final departure from the dormitory. Those who fail to complete the property checkup within the designated period shall receive between five to eight violation points.

二、甲方核准住宿並分配床位後，乙方於辦理退宿或喪失本校在學學生身分，其住宿契約當然終止，須依本校學生宿舍管理規則之規定申請退宿並完成離宿清點後，甲方始依規定無息退還賃餘住宿費用。

While Party A has approved the application by Party B for dormitory accommodation and completed bedroom assignment, should Party B apply for withdrawal or lose his/her NCKU student status, his/her housing contract shall be terminated. Party A shall complete the application for withdrawal and the dormitory property checkup for departure before Party A returns the remaining accommodation fee with no interest to Party B.

三、經辦理住宿手續後，如有變動或調整應依學校公告為之。其調動宿舍或寢室者，一律付手續費每次新臺幣貳佰伍拾元，並無息補退住宿費用差額。

After the administrative procedures of dormitory accommodation are completed, any change or adjustment shall be processed according to the designated regulations published by the University. A dormitory or bedroom reassignment will be administered with a processing fee of NT$250, while Party B will receive a no-interest balance refund.

四、因天災人禍等人力不可抗拒而導致居住安全堪慮時，任一方得立即終止契約，乙方應在甲方規定時間內遷出，甲方應盡力協助乙方另覓住處，甲方應依本校
學生宿舍管理規則無息退還乙方賸餘住宿費用。

When residence safety and security are jeopardized due to unavoidable disasters or human errors, either party is entitled to terminate the contract immediately. Party B should move out from the dormitory within the period specified by Party A. Party A should exercise its best capacity to help Party B find another alternative of accommodation and pay a no-interest refund to Party B according to National Cheng Kung University Student Dormitory Regulations.

五、甲方因其業務特殊需要，須提前終止本合約時，應經學生宿舍服務暨輔導委員會通過。

An early termination of this contract initiated by Party A under special circumstances shall be approved by the Student Dormitory Services and Counseling Committee.

第九條 違約之賠償:

Article 9 Compensation for Contract Breach:

一、乙方於規定繳納期限未繳畢宿舍相關費用（含住宿費、罰款、手續費、電費、清潔費等），經甲方催告限期繳納仍未繳納時，甲方除限制其宿舍設施之使用，控管其離校手續之辦理與其他住宿之申請外，並得終止契約。

In the event that Party B fails to pay accommodation-related fees (including accommodation fee, fine, processing fee, electricity bill and cleaning fee) within the designated period and by the deadline for overdue payment after a reminder notice from Party A, Party A will prohibit Party B from using dormitory facilities, check on the application submitted by Party B for the final departure from school or any other accommodation, and, if necessary, terminate this contract.

二、乙方於終止契約或租用期滿未將宿舍回復原狀交還甲方，或乙方物品仍占用寢室空間，每逾一日，罰款新臺幣貳佰元，計算至甲方通知之截止日止。

Upon the termination of the contract or the expiration of accommodation, Party B shall leave the dormitory immediately with the bedroom restored to its original condition. Party B will be charged with a fine of NT$200 per day to the departure deadline specified in the notice from Party A if they continue to use the bedroom after the termination of the contract or the expiration of accommodation.

三、截止日後，乙方遺留之物品得逕由甲方全權處理，乙方應賠償甲方清潔費用新臺幣壹仟元，並不得異議或要求任何賠償。

After the departure deadline, any objects or items left by Party B shall be disposed of by Party A. Party B shall not raise any opposition or request any compensation for items that are thus disposed of, and shall pay a disposal fee of NT$1,000 to Party A.

第十條 乙方如因違反國立成功大學學生宿舍管理規則、各舍住宿生活公約或其他宿舍相關規定經公告勒令退宿，應於公告日起十日內辦理離宿清點。甲方除取消乙方在校申請宿舍權及住宿資格，且不退還已繳交之宿舍費，另得依國立成功大學學生獎懲要點議處之。

Article 10 Upon receipt of an order to withdraw from a dormitory for violations against National Cheng Kung University Student Dormitory Regulations, dormitory code of conduct or other relevant accommodation regulations, Party B shall complete an inventory checkup for departure within ten days of public notification. Party B shall then be disqualified.
from dormitory accommodation, will receive no refund from a prior payment for accommodation, and shall be disciplined according to NCKU Rules for Student Rewards and Penalties.

第十一條 其他特約事項:
Article 11 Other Matters:

一、同一寢室之承租人，對於無法認定違約者之違約事項，如無法查明時，與同一寢室的其他租用人共同分擔。
Residents in the same bedroom shall share the responsibility for a violation when the violator cannot be identified.

二、契約期間乙方未於學校公告期限內辦理各項行政手續而補辦者或辦後因故取消者，每次酌收手續費新臺幣貳佰伍拾元整。
During the period of the contract, Party B who applies for the completion of an overdue administrative process shall be charged with a processing fee of NT$ 250.

三、乙方需於宿舍進住時填寫學生住宿資料卡並核對寢室財產資料，如有不符，需於進住當天逕洽宿舍管理員更正，否則視為寢室財物一切正常。
Upon entry into the dormitory, Party B is required to complete the dormitory student information card and check the list of bedroom property. In case of any discrepancy, Party B should check with the dormitory manager for rectification on the date of entry. Otherwise, the list of bedroom property will assumed to be complete and in good condition.

四、借用磁卡、鑰匙、宿舍公物，因故遺失、損壞或未按時歸還者，除依實際費用賠償外，另酌收手續費新臺幣貳佰伍拾元。
A dormitory student who has lost or damaged the temporary access card keys or public items borrowed from the dormitory, or who has failed to have them returned as scheduled, will be charged with a processing fee of NT$ 250.

五、本契約終止時，乙方應將寢室回復原狀，無法回復依個案實際費用賠償。
The bedroom should be restored back to its original state upon the termination of the contract. The compensation payment for any damage to the bedroom shall be decided on a case-by-case basis.

第十二條 本契約採線上簽定，自雙方簽定後生效，若因本契約涉訟時，雙方同意由臺灣臺南地方法院為第一審管轄法院。
Article 12 This contract will be signed online by both parties and come into effect starting from the date of signing. Should this contract involve any lawsuits, both parties agree to appoint the Tainan District Court as the first judicial court.

<table>
<thead>
<tr>
<th>宿舍別 Dormitory</th>
<th>寢室別 Bedroom No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>乙方 Party B</td>
<td>法定代理人 Signature of Legal Guardian</td>
</tr>
<tr>
<td>甲方 Party A</td>
<td>國立成功大學 National Cheng Kung University</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>代表人 Representative</th>
<th>校長蘇慧貞 President Huey-Jen Su</th>
</tr>
</thead>
<tbody>
<tr>
<td>代理人 Acting Representative</td>
<td>住宿服務組組長長臧台安 Chief of Housing Service Division Tai-An Tzang</td>
</tr>
</tbody>
</table>
This contract was translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.

Appendix: Price List of Dormitory Property

<table>
<thead>
<tr>
<th>Item of Furniture</th>
<th>Unit</th>
<th>Price</th>
<th>Item of Furniture</th>
<th>Unit</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>單人床 Single Bed</td>
<td>1</td>
<td>NTS 8,000</td>
<td>書桌 Desk</td>
<td>1</td>
<td>NTS 7,000</td>
</tr>
<tr>
<td>椅子 Chair</td>
<td>1</td>
<td>NTS 600</td>
<td>木製門 Wooden Door</td>
<td>1</td>
<td>NTS 3,000</td>
</tr>
<tr>
<td>衣櫥 Closet</td>
<td>1</td>
<td>NTS 6,000</td>
<td>百葉窗 (窗簾) Window Blinds (Curtain)</td>
<td>1</td>
<td>NTS 1,500</td>
</tr>
<tr>
<td>紗窗 Screen Window</td>
<td>1</td>
<td>NTS 800</td>
<td>蓋蓬頭 Shower Nozzle</td>
<td>1</td>
<td>NTS 500</td>
</tr>
<tr>
<td>電扇 Electric Fan</td>
<td>1</td>
<td>NTS 1,500</td>
<td>燈座 Desk Lamp</td>
<td>1</td>
<td>NTS 1,100</td>
</tr>
<tr>
<td>抽屜 Drawer</td>
<td>1</td>
<td>NTS 750</td>
<td>毛巾架 Towel Rack</td>
<td>1</td>
<td>NTS 400</td>
</tr>
<tr>
<td>書架 Bookshelf</td>
<td>1</td>
<td>NTS 1,000</td>
<td>冰箱 Refrigerator</td>
<td>1</td>
<td>NTS 6,000</td>
</tr>
<tr>
<td>鏡子 Mirror</td>
<td>1</td>
<td>NTS 1,100</td>
<td>冷氣相關設備 Air-Conditioner and Related Appliances</td>
<td>1</td>
<td>NTS 24,000</td>
</tr>
<tr>
<td>門鎖 Door Lock</td>
<td>1</td>
<td>NTS 300</td>
<td>冷氣遙控器 (不含電池) Air-Conditioner Remote Control (with no battery)</td>
<td>1</td>
<td>一般 Normal NTS 800</td>
</tr>
<tr>
<td>鋁門框 Aluminum Door Frame</td>
<td>1</td>
<td>市價 Market Price</td>
<td></td>
<td></td>
<td>變頻 Inverter NTS 1200</td>
</tr>
</tbody>
</table>

Notes:
1. The price list is attached for reference only. Actual prices shall be set according to professional assessment.
2. Any items of furniture that are not listed above are valued at the market price.

*本契約中英文對譯如有差異，以中文文意為主。

说明：1. 本表僅供參考。實際金額以專業人員估價、修復金額為主。
2. 未列入之家具，以市價計算。
第一條
These regulations are established 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
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:

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，以及其他有關宿舍服務暨輔導之臨時交辦事項。

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.

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、維修 (護)申請驗收等事宜。

The dormitory management personnel shall be responsible for dormitory safety and security, public property safekeeping, water and electrical supplies, and post-maintenance inspection.

三、宿舍維修人員：負責學生宿舍各項設施之維護、修繕、改善、補充與購置等事宜。

The dormitory maintenance personnel shall work to maintain, repair, improve, enhance or purchase any facilities for the student dormitory.

四、校安中心值勤人員：協助學生宿舍各項生活輔導事宜並處理校園或各類偶發事件。

The on-duty officer at the Campus Security Center shall work to help with life counseling at the student dormitory and respond to any accidents on and off campus.

五、宿舍服務幹部：協助上述人員執本規則，以落實各項管理暨服務工作。服務幹部組成與工作內容由住宿服務組律定之。

Dormitory service officers shall help other personnel 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 為推動學生自治，由學校輔導住宿生設立「學生宿舍自治委員會」。

Article 3 In order to promote student self-governance, the University shall help dormitory students with the formation of a Self-governed Committee of Student Dormitories.

第四條 住宿採自願申請，其資格為大學日間部一、二、三年級（含建築系建築設計組四年級，藥學系四至五年級、醫學系四至六年級），研究生碩士班一、二年級及博士班一、二、三、四年級之舊生，設籍臺南市東區、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、關廟區以外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)之舊生，大學部得依學校公告提出床位抽籤申請，研究所學生得依學校公告提出床位抽籤或續住登記。三創書院學生之住宿申請與審核方式，另訂之。

Article 4 An application for dormitory accommodation shall be initiated and submitted by a student. Those who are eligible for an accommodation application include freshman, sophomore or junior students in a daytime undergraduate program (or a fourth year student of the architectural program of the Department of Architecture, a student of the School of Pharmacy in the fourth or fifth year of study, and a student of the Department of Medicine in the fourth, fifth or sixth year of study), or a graduate student in the first or second years of an MA program, or a graduate student in the first, second, third or fourth years of a doctoral program, who is not registered as a resident in the districts of East, Central West, North, South, Anping, Annan, Yungkang, Hsinshi, Jente, Kuijen, and Kuanmiao in Tainan City, or any non-incoming student who is registered as a resident outside of the above
named places for over six months (as of the designated date of application for accommodation published by the University). According to the public notice of the University for dormitory accommodation, eligible undergraduate students shall submit an application for bed assignment lot-drawing, while graduate students shall submit an application for bed assignment lot-drawing or extended accommodation registration. Applications for dormitory accommodation by students of the Sanchuang Academy under the Creativity, Innovation and Entrepreneurship Center shall be regulated in a separate text.

前項申請者，若為大學部學生，且具有下列各款情形之一者，得由原需求單位或個人提出申請特殊床位；若為研究所學生，且具有下列第一款至第七款情形之一者，原需求單位或個人提出申請核准後，得由住宿服務組視床位狀況優先遞補床位：

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.

一、障礙生：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。

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.

二、來校交換之國際學生。

An incoming international exchange student.

三、家境貧困持有社政單位低收入戶證明者。

A financially underprivileged student with a low-income household certificate issued by a government social welfare agency.

四、外籍生。

An international student.

五、家庭突遭不可抗拒之天然災害持有社政單位證明者。

A student whose family has suffered from an unavoidable natural disaster and has been so certified by a government social welfare agency.

六、學生宿舍自治委員會委員、秘書。

A member or secretary of the Self-governed Committee of Student Dormitories.

七、其他有特殊情形並附證明者。

A student who has proof of another special status.

八、僑生

An overseas Chinese student

九、設籍外離島並畢業於外離島高中(職)學校。

A student whose is registered as a resident on an outlying island and who has graduated from a high school there.

十、設籍臺南市東區、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、關廟區以外或已遷出上述地區本籍達六個月以上(以學校公告
An incoming 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.

Those 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.

An incoming student whose admission into the University is officially announced will be notified of the website of the Housing Service Division, where an incoming student is allowed to register in order of preference for dormitory accommodation and sign both a housing contract and a dormitory accommodation convention to complete an application, the results of which shall be announced after the winning applications have been chosen by a computer lot drawing operation.

For those students with special status, as defined in Items 1 to 10 of Article 4, an application for an advance bed reservation should be submitted either by the individual student or the relevant department, which shall be considered by the Special Bed Assignment Panel and ratified by the Vice President of Student Affairs. The dormitory and bed assignment will be administered by the Housing Service Division.

An incoming 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).

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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.

Those 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.

An incoming student whose admission into the University is officially announced will be notified of the website of the Housing Service Division, where an incoming student is allowed to register in order of preference for dormitory accommodation and sign both a housing contract and a dormitory accommodation convention to complete an application, the results of which shall be announced after the winning applications have been chosen by a computer lot drawing operation.

For those students with special status, as defined in Items 1 to 10 of Article 4, an application for an advance bed reservation should be submitted either by the individual student or the relevant department, which shall be considered by the Special Bed Assignment Panel and ratified by the Vice President of Student Affairs. The dormitory and bed assignment will be administered by the Housing Service Division.

An incoming 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).

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站依志願登錄宿舍、簽訂學生住宿契約書，再經電腦統一抽宿舍棟別；
中籤者再依個人住宿意願或選擇室友後，簽訂住宿生活公約並向住宿服
務組辦理選填床位手續。惟遵規記點五點以上而未完成銷點者，僅有最高
5%的中籤機率。

A returning student who already has admission to the University, including
overseas Chinese and international students, shall log onto the website of
Housing Service Division in March 31st to register in order of preference for
dormitory accommodation and sign a housing contract to complete an
application, with successful applications chosen by a computer lot drawing
operation. A student who is assigned a dormitory shall choose a room with
roommates from the same or a different department and sign a dormitory
accommodation convention in order to complete the administrative procedures
of accommodation for a personally-preferred bed assignment with the Housing
Service Division.

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.

(四) 未於公告時間內辦理登記者，視同放棄。

A student who fails to register within the officially designated period shall be
seen as having forsaken the right to dormitory accommodation.

二、研究所：

Graduate programs:

(一) 經本校公告錄取之碩士班新生於每年五月中旬及博士班新生於每年六月
中旬，至住宿服務組網站依志願登錄宿舍，簽訂學生住宿契約書及住宿
生活公約，再由電腦抽籤後公告。

An application for dormitory accommodation, including registration in order of
preference and signing a housing contract and a dormitory accommodation
convention, shall be processed on the website of the Housing Service Division
in mid-May by an incoming master’s student and in mid-June by an incoming
doctoral student, with successful applications chosen by a computer lot drawing
operation.

(二) 原住宿舊生於每年四月底前公告期間內，至住宿服務組網站簽訂學生住
宿契約書及住宿生活公約後，登記續住，始完成床位申請手續。惟有宿
舍違規記點者，不得登記續住。

A returning student who already has admission to the University shall log onto
the website of Housing Service Division by April 30 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.

(三) 未於公告時間內辦理登記者，視同放棄。

A student who fails to register within the officially designated period shall be
seen as having forsaken the right to dormitory accommodation.

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：

Article 7  Any student whose accommodation has been approved shall move into the dormitory in accordance with the following procedures:

一、新生須於學校公告進住日七日前完成繳費，並於進住日起一週內向該宿舍服務幹部或管理人員報到，確認住宿。不住宿時，須於學校公告日期前完成退宿手續。

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/a dormitory manager for a final confirmation within the first week of residence. Those who decide to not reside in the dormitory shall have an application for residence cancellation processed and completed by the designated deadline published by the University.

二、舊生須於學校公告繳費期限內繳交住宿費，並於開學後一週內向該宿舍服務幹部或管理人員報到，確認住宿。

A returning student who already has admission to the University shall pay the dormitory fee by the officially-designated deadline and register with a dormitory service officer/a dormitory manager for a final confirmation within the first week of residence.

三、未完成繳費手續或未完成進住確認程序者，納入離校控管，限制離校手續之辦理與其他住宿之申請；其床位住宿服務組得逕行辦理遞補。

A dormitory student who fails to have the dormitory fee paid or to have the accommodation registered and confirmed within the officially-designated period shall be subjected to an administrative scrutiny for any application for departure from the University or for another dormitory accommodation. The vacancy shall be subsequently filled upon the approval of the Housing Service Division.

四、經核准遞補床位之學生，其收費標準依進住日期起按週次比率核算之；進住程序同前項規定。

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.

五、住宿生須完成體檢

Dormitory students are required to complete their physical examination.

(一) 具本校學籍

NCKU students

1. 當學年度入學者：須於學校公告開學日前完成本校環境保護暨安全衛生中心衛生保健組（以下簡稱衛保組）依教育部規範所辦理之“新生體檢”，若未完成所提供之體檢程序，取消住宿資格，應於通知後十日內辦理退宿申請手續。

Students admitted in the current academic year shall complete the “New Student Physical Examination” at the Center for Occupational Safety and Health and
Environmental Protection (hereinafter the Center), as is prescribed by the Ministry of Education, by the first day of class on the NCKU calendar. Those who fail to do so shall be disqualified for dormitory accommodation and shall complete their application for withdrawal from residence within ten days of receipt of the notice.

2. 非當學年度入學者: 應於床位申請前完成本校衛保組依教育部規範辦理之「新生體檢」及其程序，否則取消住宿資格。

Students admitted in a non-current academic year shall complete the “New Student Physical Examination” at the Center, as is prescribed by the Ministry of Education. Otherwise, they shall be disqualified for dormitory accommodation.

3. 境外生之新生體檢日期由國際事務處另訂之。

The date of physical examination for overseas students shall be regulated by the Office of International Affairs.

二、符合本校學生宿舍寒暑假期滿八日（含）以上者, 其體檢資料須包含3個月內之胸部X光檢查證明。經本校衛保組確認完成繳交後，始得申請住宿。

Non-NCKU students eligible for dormitory accommodation according to the National Cheng Kung University Operational Guidelines for Student Dormitory Accommodation During the Summer/Winter Break Period, who will reside for no less than eight days, shall submit their physical examination documents including a certificate of X-Ray chest exam taken within three months before taking up residence. The submission shall be completed and confirmed by the Center before applicants are allowed to apply for accommodation.

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:

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:

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。

One point for attendance at an event held by the Housing Service Division.

二、參加宿舍各項活動比賽前三名得獎者，記二點。

Two points for being one of the top three winners in a dormitory activity.

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，每學期最多記六點。

One point for serving six hours as a dormitory volunteer worker, with a minimum of 24 hours for voluntary service per semester, and a maximum of six points awarded for a semester.

四、其他足資獎勵之行為，記一至三點。

One to three points 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.

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.

Any student who is ordered to withdraw from a dormitory is 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, the student shall lose the right to dormitory accommodation, with the extent of this based on the severity of violations, as regulated below:

一、停止當學年與次學年之住宿權，如欲復權，須於停權期滿之次學年住宿申請前完成銷點，始得於停權期滿後，再次申請住宿。

The student shall be suspended of the right to dormitory accommodation for the current and following academic year. The student shall not be allowed to apply for dormitory accommodation until the clearance of violation points following the expiration of the suspension.

二、永久停止在學期間住宿權。

The student shall permanently be deprived of the right to dormitory accommodation.

宿舍違規行為，記點標準如下：

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

一、頂讓床位或未辦理床位申請私自搬入宿舍。記十點

Ten points for an unauthorized changeover of bed space or moving in without prior application.

二、賭博、吸煙、吸毒、酒後鬧事、肢體衝突等。記十點

Ten points for gambling, smoking, drug use, misconduct under alcoholic influence or physically fighting.

三、放置或使用危險物、違禁物或易燃物品。記十點

Ten points for the use or storage of any hazardous materials, prohibited or flammable items.

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。

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.

五、蓄意破壞宿舍公物及設備或違反公共安寧、公共衛生、公共安全事項情節嚴重者。記十點

Ten points for a severe damage deliberately done to any dormitory facility or property, or for an act in severe violation of public peace, health and safety.

六、竊取他人財物或未經許可使用他人物品。記十點

Ten points for theft or unauthorized use of others’ items.

七、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

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.

八、宿舍內禁止使用或放置違規電器。每項違規電器違反者記八至十點

Eight to 10 points for personal use/storage of prohibited electric appliances.
宿舍內禁止之電器如下：
The electric appliances prohibited in the dorm are as follows:

(一) 電熱或發熱烹飪設備。
Cooking equipment with functions of electricity generation and heating.

(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。
Any electric devices or power suppliers that supply directly over 500W (except for electricity charge), excluding hairdryers, computers, and hair dressing items.

(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)。
Any electricity storage devices with a power supply voltage of over 35 and a capacity of over 10000mAH.

(四) 其餘須禁止電器由各舍生活公約訂定之。
Other prohibited items as designated by each dormitory and stipulated in its residence agreement.

(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。
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.

九、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
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.

十、住宿生應依公告於進住前完成繳費。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。
Dormitory students shall complete their payment prior to admission into the dormitory for residence according to the university notice. Under special circumstances, dormitory students shall apply for a delayed payment by the designated deadline, which shall be approved by the Housing Service Division.

經催繳一周後仍未主動出示住宿費繳費證明、低收、住宿費就貸證明者，記五點。
One week after receipt of a notice of overdue submission from the Housing Service Division, 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.

十一、破壞宿舍公物及設備情節較輕者。記五點
Five points for a less severe damage deliberately done to any dormitory property or facility.
十二、 在寢室內飼養動物或寵物。記五點。
Five points for raising any animal in the dormitory.

十三、 未依《國立成功大學學生個人非燃油載具停放寢室規定》擅自於宿舍房間停放自行車、機車等車輛。記五點。
Five points for any bicycle, scooter or motorbike deliberately parked in a dormitory room in defiance of the NCKU Regulations Governing Student Bicycle Parking in the Dorms.

十四、 違反公共安寧、公共衛生、公共安全事項。記四點。
Four points for any behavior in violation of public peace, sanitation or safety in the dormitory.

十五、 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。
Four points for allowing anyone to undertake any commercial activity in the dormitory.

十六、 未經宿舍管理人員同意，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，經勸阻無效者。記四至五點。
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.

十七、 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。
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 NTS1,000 shall be imposed on the violator.

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。
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.

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。
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.

違規點數累計未達十點者，仍有住宿申請權；但累計點數列入後每學年併計之。
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.

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。
A dormitory student whose act of violation is not specified in these rules shall receive a number of violation points ruled by the relevant dormitory office under the authorization of the Self-governed Committee of Student Dormitories in accordance with the dormitory accommodation convention.

違反本條各項規定之處理，悉依學生住宿契約書為準。

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

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，由宿舍管理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。

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，並培養其重視財物保管及愛惜物力之習慣，對於宿舍公物之維護依下列規定辦理：

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.

一、 凡住宿同學進住房舍後應向管理人員領取財產卡，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。私人物品未清除者視同廢棄物處理，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。

Upon admission into the dormitory, a resident student shall have all items of public property checked and confirmed against a 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.

二、住宿同學辦理遷出寢室手續時，應同時繳交積欠宿舍之各項費用（如：清潔費、公物損毀賠償、冷氣費等）。未繳者除取消往後之住宿權利外，另依國立成功大學學生獎懲要點議處之，並限制其離校手續之辦理。

An outgoing resident student shall pay all the arrears they are responsible for (such as a cleanup fee, a compensation for public property damage or an air-conditioning fee) 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, and be restricted to carrying out the procedures for departure from the University.

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。

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:

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。

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.

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。

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.

三、非自請退學者或學期中完成畢業離校者，須立即辦理退宿、離宿清點手續。惟寒暑假離校者，得至寒暑假結束，配合離宿期限完成清點手續。

Those must leave NCKU for dismissal or graduation shall 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 checkup by the designated deadline for departure.

四、上述喪失學籍者，一併取消已申請之所有床位。

All applications for bedroom assignment by those who have lost their NCKU student status as defined above shall be cancelled.

第十二條 住宿生不論任何原因遷出寢室，均須向宿舍管理人員繳還或清點公物及設備，完成財產清點手續(含寒、暑假離宿之清點)，如有遺失或毀損者，依第十條處理之。

Article 12 A dormitory student who withdraws from the originally assigned bedroom for whatever reason shall have all University 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.
住宿期滿者，先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，再送住宿服務組審核通過後，始完成手續。

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.

住宿未期滿者，應繳交退宿申請表或報告書，經住宿服務組審核通過後，再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。

A dormitory student whose term of accommodation is not due 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.

未於規定期限內完成清點手續者，除依學生住宿契約書處理外，視同宿舍違規行為，違規記點罰則由住宿服務組律定之。

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, which shall be regulated by the Housing Service Division.

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

Article 13 As part of the procedures for residence withdrawal in accordance with the housing contract, a dormitory student shall pay a processing fee and process the payment/refund for a dormitory fee as follows:

一、新、舊生於學校公告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。

A full refund shall be paid to an incoming/returning student who completes the procedures for residence withdrawal before the designated date of residence admission or to a returning student who already has admission to the University who completes the procedures for residence withdrawal within the designated period of payment. An eligible student who has not paid the dorm fee will be exempted from the payment.

二、新、舊生於學校公告進住日起辦理退宿者，以每日新臺幣壹佰參拾元收取住宿費。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。

A charge of NT$130 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.

三、因休、退學、畢業及意外事故不能續住者，得免收手續費，自開學日未逾學期三分之一申請退宿者，住宿費退還三分之二；自開學日逾學期三分之二未達學期三分之二申請退宿者，住宿費退還三分之一；自開學日逾學期三分之二申請退宿者，住宿費退還學期餘週次金額之二分之一。
A dormitory student whose resident status is terminated as a result of study suspension, expulsion, graduation or an accident may apply for residence withdrawal and will be refunded their accommodation fee as follows: (1) two thirds of the accommodation fee refunded for a period of residence less than one third of the semester (starting from the opening day of school); (2) one third of the fee refunded for a period of residence more than one third of the semester and less than two thirds of the semester; and (3) only half of the equivalent amount calculated on pro rata basis for the remaining weeks refunded for a period of residence over two thirds of the semester. Such applications will not be charged any processing fee.

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。

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.

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, a resident counselor or an on-duty official 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.

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。

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。

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.

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。

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.
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。

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.

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。未繳納住宿費者列入離校控管。

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 shall be subjected to administrative scrutiny for possible departure from the University.

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。

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。

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.

一、營繕 Repair work:

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。

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.

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。

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.

二、保養 Maintenance:

(一) 宿舍全自動熱水爐、水道管制、抽水馬達、發電機、滅火機及消防設備以及機械專門技術者，由總務處負責派人保養。

Dormitory facilities such as automatic water heaters, waterway system, water
pumps, generators, extinguishers, fire hydrants and other mechanical equipment shall be maintained by personnel designated by the Office of General Affairs.

(二) 飲水機、過濾器等一般生活設施，由總務處或外包廠商派員維護，其外表清潔與一般性公物，由宿舍管理人員負責保養維護。

Dormitory facilities such as drinking fountains, filters and other ordinary equipment for daily life shall be maintained by personnel dispatched either by the Office of General Affairs or by an outsourced contractor. The sanitary conditions of these dormitory facilities shall be maintained by the management personnel.

各寢室公物由住宿學生負責保養維護。
The dormitory students shall be responsible for the maintenance of the facilities in the dormitory room.

三、整潔維護 Sanitation Maintenance:

(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。

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.

(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。

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.

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。

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.

四、器具申請繳銷 Application for required and disused equipment:

(一) 宿舍所需器具，由宿舍管理人員向住宿服務組申請。

Applications for equipment required for the dormitory shall be submitted by the dormitory management personnel to the Housing Service Division.

(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。

Applications for non-consumable equipment shall be submitted by management personnel in collaboration with dormitory counselors to the Housing Service Division.

(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。

(四) The dormitory management personnel shall have a form for property disposal
completed and submitted with unsustainable equipment to the Property Management Division.

五、生活設施增設或改良 Application for living facilities to be improved:

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。

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實施，修正時亦同。

Article 18 These regulations shall be approved by the Student Affairs Meeting before taking effect. Any amendments shall be processed accordingly.

*These regulations are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.
國立成功大學學生宿舍寒暑假住宿要點

National Cheng Kung University
Operational Guidelines for Student Dormitory Accommodation
During the Summer/Winter Break Period

一、國立成功大學（下稱本校）依據本校學生宿舍管理規則第六條規定，訂定本要點。

These Guidelines are established by National Cheng Kung University (hereinafter as NCKU) in accordance with Article 6 of National Cheng Kung University Student Dormitory Regulations.

二、本要點所稱寒暑假住宿期間係參酌本校行事曆，如有調整，以本校學務處住宿服務組公告為主。

The summer and winter break periods referred to in these Guidelines are designated by NCKU, as specified in the university calendar. Any change shall be publicized by the Housing Service Division under the Office of Students Affairs.

三、申請資格如下：

Applicant qualifications are as follows:

(一) 本校學生：

NCKU students

1. 具有次一學期床位者。
   Any students who are granted on-campus accommodation for the following semester.

2. 具有當學期床位而無次一學期床位者。
   Any present dorm residents who are not granted on-campus accommodation for the following semester.

3. 因參加考試、研究、實驗(習)及學校安排工讀或各項集訓，且持有院系證明者。
   Those who are required to engage in such activities as taking a test, research, experiments, internship programs, training sessions or school part-time work, and who have documents from their college or department to prove this.
4. 應屆畢業生。
   Any students graduating in the current year.

5. 研究所碩博班具次一學年度床位者。
   Any graduate students who have been granted on-campus accommodation for the next semester.

6. 研究所碩博班新生無次一學年度床位者。
   Any incoming graduate students who are have not been granted on-campus accommodation for the following semester.

(二) 非本校學生:
Non-NCKU students

1. 本校各單位、系所簽辦之國際交換學生。
   International students on exchange programs whose applications are approved by the related institutions or departments of the University.

2. 本校各單位、系所、社團舉辦營隊活動之參加學生。
   Students attending activities sponsored by the related institutions, departments or student associations of the University.

四、申請手續如下:
Application procedures are as below:

(一) 寒假住宿
Dorm accommodation during winter break

1. 本校研究所學生：寒假住宿含於每學年下學期住宿，不須另行申請。其住宿費依規定方式繳費。但放棄寒假住宿者，應於上學期離宿期限前，向住宿服務組聲明。
   NCKU graduate students: Those who are granted on-campus accommodation for the second semester of the school year are eligible to reside in the dorm for winter break without an additional application. The accommodation fee for winter break shall be paid according to the relevant regulations. Any students who choose not to reside in the dorm for winter vacation should inform the Housing Service Division of their decisions by the deadline of departure from the dormitory designated for the first semester of the school year.

2. 本校大學部學生：具當學年度（任一學期）住宿資格者，應於公告期限內，自行於留宿登記系統申請；經住宿服務組核可、分配床位後，依規定方式繳費。
   NCKU undergraduate students: Any students who are eligible to dorm accommodation for any semester of the school year shall register personally on the online accommodation system within the officially-designated deadline and pay the accommodation fee according to the relevant regulations upon approval and completion of bedroom assignment by the Housing Service Division.

3. 本要點第三條第二項各款資格者，應檢附所屬機關單位相關證明文件，向住宿服務組提出申請，經核准、分配床位、開立繳費單後，於進住前三日完成繳費後，向各宿舍辦理進住手續。
   Non-NCKU students (as defined in Article 3, section 2): Applicants shall apply to the Housing Service Division with a certificate issued by their affiliated institution. Upon approval and completion of bedroom assignment by the division, applicants shall pay their accommodation fee and complete the procedures for dorm accommodation three days before they move into the dormitory.

(二) 暑假住宿
Dorm accommodation during summer break

1. 本校學生於公告期限內，自行於留宿登記系統申請；經住宿服務組核可、分配床位後，依規定方式繳費。

2. Any NCKU students can register on the online accommodation system before the officially-designated deadline and pay the accommodation fee according to relevant regulations upon the approval and completion of bedroom assignment by the Housing Service Division.

3. 符合本要點第三條第二項資格者，同前項第三款規定辦理。

4. Non-NCKU students, as defined in Article 3, section 2, shall apply in accordance with the regulations stated in item 3.

五、床位安排原則: 住宿床位安排以原宿舍寢室與集中住宿為原則，且每寢室至少二人。但住宿服務組得視申請留宿及營隊住宿狀況，調整住宿床位。

Bedroom assignment principle: Bedrooms shall be assigned on the basis of status quo for original residents and concentration of occupants for management, with a minimum of two in the same bedroom. However, the Housing Service Division reserves the right to make any arrangements needed to serve the various demands related to accommodation applications and conditions.

六、寒、暑假住宿人員，應遵守本校學生宿舍管理規則；本校學生如有違規情形者，得按其情節之輕重，依本校學生獎懲要點議處；校外人員依民法相關規定處理。

Those residing in the dorm for winter or summer break shall follow NCKU Student Dormitory Regulations. Any NCKU students violating the regulations shall be punished according to NCKU Rules for Student Rewards and Penalties; while non-NCKU students will be dealt with according to ROC Civil Law.

七、住宿人員於住宿期間，因故意或過失，遺失、毀棄、損壞宿舍公物、設備及設施，或致令不堪使用者，應照價賠償。

Any residents who deliberately or carelessly lose, destroy or damage any public property, facility or equipment, or cause any items to be unusable during the accommodation period, shall compensate for this by paying the full cost of replacement or repair.

八、本要點申請住宿者，其離宿搬遷時間如下，如有異動時，以住宿服務組公告為主：

Departures of various residents from the dorm are scheduled as below. Any changes shall be publicized by the Housing Service Division.

(一) 寒假

Winter break

1. 本校研究所學生：以續住至開學為原則。

NCKU graduate students: Residents are allowed to reside through the winter break into the following semester.

2. 本校大學部學生：住宿下學期寢室者，續住至開學；非住宿於下學期寢室者，原則上於開學一週前搬遷至下學期寢室。

NCKU undergraduate students: Residents who are granted the same bedroom accommodation for the following semester are allowed to reside there through the winter break into the next semester. Residents who are not granted the same bedroom accommodation for the following semester shall move into the bedrooms assigned to them for the next semester one week before
the first day of school.

3. 其他身分:依其申請之住宿日期為準。

Other applicants: Residents shall depart from the dormitory on the date of departure, as scheduled in the application form.

(二) 暑假

Summer break

1. 依本要點第三條第一項第一、五 款申請者，得續住至開學。惟暑假留宿寢室非次一學年度住宿寢室者，應於開學一週前搬遷至次一學年度住宿寢室。

Students applying as per Article 3, section 1 item 1 and item 5 are allowed to reside through the summer breaker into the next semester. However, residents who are not granted the same bedroom accommodation for the next semester shall move into the bedrooms assigned to them for the next semester one week before the first day of school.

2. 依本要點第三條第一項第二、三、四、六 款申請者，應於學校公告離宿日期內完成搬遷。但因特殊原因須延長住宿時間者，應於離宿期限前五個工作日以書面向住宿服務組提出申請並經核可後，始得延期離宿。延長住宿期間之住宿費用，每人每日新臺幣一百三十元計算，冷氣與寢室電費另計。

Students applying as per Article 3, section 1 item 3, item 4 and item 6 shall depart from the dormitory within the designated period officially publicized by the university. Any residents needing to stay longer under special circumstances shall apply to the Housing Service Division in written form five weekdays before the designated deadline of departure, and can stay longer after approval. The accommodation fee for extended stays is NT$130.00 per person, per day. Electricity and air conditioning fees for each bedroom will be charged as per the related meters.

3. 其他身分: 依其申請之住宿日期為準。

Other applicants: Residents shall depart from the dormitory on the date of departure, as scheduled in the application form.

條 = article
項 = section
款 = [line] item

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。

Anyone who moves in without approval or authorization or who does not reside in the assigned bedroom shall be ordered to depart from the dormitory immediately, and will be dealt with according to relevant regulations.

十、受勒令退宿處分或自行申請退宿者，其已繳納住宿費不予退還。

Those who are disciplined with an ordered departure from the dormitory or who offer to withdraw from the dormitory will not receive any refund of the accommodation fees they have paid.

十一、寒暑假宿舍收費標準如下:

The accommodation fees for winter and summer breaks are as follows:
一、本校學生

NCKU Students

1. 寒假住宿: 需繳全額寒假住宿費，即以各宿舍學期住宿費五分之一計算。
   Winter break – A total amount equal to one fifth of the full accommodation fee for each semester.

2. 暑假住宿: 需繳全額暑假住宿費，即以各宿舍學期住宿費五分之二計算。
   Summer break – A total amount equal to two fifths of the full accommodation fee for each semester.

3. 短期住宿: 每人每日新臺幣一百三十元計算，最高收費金額以該棟宿舍全額寒、暑假住宿費為上限，冷氣與寢室電費另計。
   Short stay – NT$130 per person, per day, with a maximum of the total dormitory accommodation fee designated for the winter or summer break periods. Additional fees for air conditioning and electricity will be charged as per the related meters.

二、非本校學生: 住宿費用每人每日新臺幣一百三十元計算，冷氣與寢室電費另計。

Non-NCKU Students: NT$130.00 for each person, each day. Additional fees for air conditioning and electricity in the bedroom will be charged as per the related meters.

十二、住宿人員於住宿期間，應接受宿舍管理人員及宿舍服務委員之管理；宿舍輔導人員得不定期訪視及定期普查。

Residents in the dormitory shall comply with the management of dormitory administrators and the Dormitory Service Committee members. The dormitory counselor should occasionally visit or regularly census each bedroom.

十三、本要點經學生事務會議通過後實施，修正時亦同。

These Regulations shall be approved by the Student Affairs Meeting before taking effect. Any 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 are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.
國立成功大學學生宿舍退宿標準作業流程

98.12.14 組務會議通過
102.1.23 組務會議修正通過
103.8.26 組務會議修正通過

進住

休退學、畢業、意外事故申請退宿者
自行申請退宿者
休退學、畢業未申請退宿者
違反住宿管理規則，經裁定退宿者

填寫退宿申請書

依限辦理離宿清點

辦理退費或繳費

是否須退費或繳費

完成
國立成功大學學生宿舍網路管理要點

84.12.26 電子計算機委員會通過
85.09.26 電子計算機委員會修正通過
88.11.30 電子計算機委員會修正通過
91.06.07 計算機與網路委員會修正通過
95.05.17 計算機與網路委員會修正通過
102.05.14 計算機與網路委員會修正通過

一、為提供本校學生宿舍優質網路服務，善用網路資源，依據「國立成功大學
校園網路使用規範」訂定本要點。
二、本校學生宿舍網路為校園網路一部分，主要目的為支援學術與研究活動。
學生宿舍網路使用者（以下簡稱使用者）需自備個人電腦、網路卡及網路線，
並遵守「教育部校園網路使用規範」、「臺灣學術網路管理規範」及「國立成功
大學校園網路使用規範」。
三、使用者應善盡個人電腦管理責任，定期做系統更新、安裝防毒軟體、更新
病毒碼，並隨時查看「學生宿舍網路管理系統」網站資訊，包括：使用說明、
故障申告、停權公告、管理規則、技術資訊等。
四、使用者不得為下列行為：
（一）傳送威脅性、猥褻性或不友善的資料。
（二）散佈電腦病毒或侵入未經授權使用的電腦。
（三）使用或傳送未經授權的檔案。
（四）蓄意破壞或不正當使用網路設備。
（五）架設非法網站或從事營利性商業活動。
（六）將學生宿舍網路帳號借予他人使用。
（七）私自串接網路設備供他人使用。
（八）大量上傳或下載資料，超過管理單位公告之合理傳輸量。
（九）其他任何濫用網路資源或影響網路正常運作之行為，例如：大量傳送垃
圾郵件、網路攻擊行為等。
違反前項規定者，管理單位得視情節停止其網路使用權 1 天至 1 學期，已繳納
之宿舍網路使用費不予退費。違規情節嚴重或涉及違法者，另提報學生事務處
或相關單位處理。
五、為合理使用網路頻寬，保障正常使用者權益，管理單位得依教育部或本校
政策，實施網路流量管理或限制措施。相關措施由管理單位公告於「學生宿舍
網路管理系統」網站。
六、使用學生宿舍網路發生故障時，可透過「學生宿舍網路管理系統」申告。惟故障維修僅限寢室資訊插座至校園網路間之連線檢測，個人電腦軟、硬體及網路設定等問題不在維修範圍。

七、學生宿舍網路之管理單位為計算機與網路中心。

八、本要點經本校計算機與網路委員會通過後實施，修訂時亦同。
成功大學
宿舍網路系統說明
計網中心
2017.08
簡介

使用說明與新舊版差異

- 新系統請至以下網址登錄：http://dorm.cc.ncku.edu.tw
- 登錄註冊資料成功後即啟用，無需再收信認證
- 該學期內使用宿網，無需再輸入帳密登入
- 宿網系統會自動記憶資訊插座、學號、網路卡，如有更換電腦主機，或是網路卡時，需重新登入宿網管理系統，使用「變更裝置」功能變更已登錄裝置。
- 電腦網路 IP 及 DNS 需設定為自動取得才可使用，不可有 proxy 或 VPN 設定。
- 下載速限為 10Mbps；每 24 小時流量為 8GB(含上、下載)，超過使用流量會限制網路速度。可登錄宿網管理系統查詢使用流量。
一、新使用者登錄

每個學期與寒暑假之初，住宿生必須進行新使用者登録才能使用宿舍網路
請將個人電腦上 IP 及 DNS 伺服器設為自動取得，詳細說明請見：常見問題
Q10：電腦網路該如何設定自動取得 IP 及 DNS？

1. 初次使用同學，請至以下網址「http://dorm.cc.ncku.edu.tw」，點選左方「新使用者登入」按鈕。

2. 輸入您的學號與驗證碼登入。

註：若此學號已註冊過，則會顯示已註冊完成之訊息
3. 請輸入您的「手機、密碼、Email」後，點選「註冊」，註冊成功後即可上網，毋需再次登入即可使用。

注意事項：
1. 登錄註冊資料成功後即啟用，無需再啟用認證
2. 下次再次使用宿網，無需再次輸入帳密登入
3. 宿網系統會自動記憶資訊座（網路孔）、學號及電腦，唯有更換電腦主機，或是網路卡時，才需重新登錄系統，使用「變更裝置」功能变更已登錄裝置。
4. 電腦網路 IP 及 DNS 需設定為自動取得才可使用，詳細說明請參考：八、常見問題 Q10「電腦網路該如何設定自動取得 IP 及 DNS？」
二、如何修改登錄資料

在新使用者登錄過後，你隨時都可以進入本系統以維護您的個人資料，包括更改 EMAIL 位址，手機和密碼

1. 請點選「住宿者專區」

2. 輸入您的學號與密碼登入

3. 修改您要更新之資料，按下 Save 即可更新

:::住宿者專區
三、如何故障申告

如果本校提供的網路插槽有任何問題，可以透過線上申告的方式通知我們處理。
1. 請點選「住宿者專區」

2. 輸入您的學號與密碼登入

3. 在「故障申告查詢」頁面中，點「故障申告」，再詳細描述您的故障狀況，並送出，管理者即會接收到您的需求。
四、如何變更裝置

當你一旦完成註冊，本系統會將您的學號、網路孔和電腦進行綁定，且一位同學只能有一個註冊裝置，當有更換新電腦之需求時，可以使用「變更裝置」功能，更換已註冊之裝置。

*注意：變更裝置，僅限在自己登錄的資訊插座（網路孔）使用，本功能不可在別人的資訊插座中使用。

1. 請使用新電腦，連線至「http://dorm.cc.ncku.edu.tw」，並點選「住宿者專區」

2. 輸入您的學號與密碼登入。
3. 點選「變更裝置」，跳出確認視窗，點選「是」，即可更新為新電腦使用。

注意!!當您一但完成這個步驟，舊的裝置將無法自動連上宿舍網路，除非您再次使用變更裝置的功能，將您舊的裝置重新註冊。
五、如何申請臨時使用

若電腦需更換至別的網路孔使用，可以申請「臨時使用」功能，讓電腦可暫時上網。

註：若網路線有重新拔除過，需重新申請

1. 電腦插入新網路孔後，請連線至「dorm.cc.ncku.edu.tw」，並點選「住宿者專區」

2. 輸入您的學號與密碼登入
點選「臨時使用申請」，出現訊息「你已申請成功」，即可開始上網

::住宿者專區

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註：若網路線有重新拔除過，需重新申請
六、如何不具名反映問題

1. 點選「意見反映(不具名)」

2. 輸入您希望反映之建議，並送出即可反映您寶貴的意見

* 註：若有問題請使用故障申告或來電，本區若沒有留下連絡方式，維修人員則無法向您連絡，謝謝。
七、如何查詢使用流量與狀態

宿網一個人每 24 小時的使用量為上傳加下載總共 8GB，如需查詢目前使用量可以到宿網管理系統查詢。

1. 請點選「住宿者專區」

2. 輸入您的學號與密碼登入

3. 點選「網路使用資訊」頁面，即可查詢流量

註：每 24 小時流量為 8GB，超過會限速，狀態會顯示為「超流量管制」。
註：若網路有不正常使用（如：網路攻擊或資安通報）則會被「停權」。
八、常見問題

Q1：要如何使用宿舍網路上網？
A：
1. 請先確認電腦區域網路(乙太網路) IP 及 DNS 設定為自動取得，不可有 proxy 及 VPN 服務。
2. 確認選定的網路孔沒有人註冊過。若註冊過則無法再註冊。
3. 請將網路線接上房間內網路孔，另一端接到自己的電腦。(注意電腦不要連到手機分享的網路或是其他同學的 WiFi 網路)
4. 請使用 Google Chrome 瀏覽器輸入 http://dorm.cc.ncku.edu.tw/ 認證網址，請注意網址不要打錯，只有 http，不是 https 。點選「新使用者登錄」頁面輸入相關資料進行註冊。

註冊完成後，即可使用網路。
注意: 系統會自動綁定以下資訊: 學號、電腦、網路孔。此網路孔即為您專用的，不能再任意更換網路孔。

Q2：已註冊了卻不能上網，該怎麼辦？
A：若已註冊宿網系統卻沒有網路，煩請確認以下事項
1. 網路線是否有鬆脫？請確認電腦端與牆壁網孔端都無鬆脫
2. 使用的網路孔是否為當初註冊的網孔？否，請換回
3. 使用的電腦是否為當初註冊的電腦或裝置？若有更換電腦或是網卡(含 USB 轉 RJ45 轉接頭)，可登入至住宿者專區，使用「變更裝置」功能更改。
4. 電腦上的 IP 及 DNS 請設為自動取得
5. 若電腦有使用 proxy 及 VPN，請取消
6. 換條網路線試看看，盡量不要用扁線，或是太長的線(影響訊號)，以排除線的問題

若以上試過若還是有任何問題，都可再次與我們連絡，謝謝！。

Q3：是否每天或每次使用宿網，都需要做認證？
A：新宿網系統一經登錄註冊後，無需再登入使用，除了更換上網裝置設備以外。
Q4：宿網因資安通報造成網路被鎖，該怎麼辦？

A：因電腦對外發動網路攻擊或感染病毒導致宿網帳號遭停權之處理方式，請依照下列方式處理，建議使用第二種方式（重新安裝作業系統）較為有效。若以第一種方式（以防毒軟體掃描病毒），本校提供校內師生防毒軟體授權，同學可至 http://www.cc.ncku.edu.tw/download/下載。

一、以防毒軟體掃描病毒
1. 確認防毒軟體是啟用且將病毒碼更新為最新版。
2. 將電腦內未知且可疑的程式移除。
3. 重新開機至安全模式，於安全模式下執行完整掃瞄（依照不同作業系統進入安全模式的方法不同，請自行查閱）。4. 啟用電腦防火牆功能。
5. 填寫資訊安全事件報告單並寄送至 dormnet@email.ncku.edu.tw 信箱，經資安人員審查通過恢復宿網使用權。
6. 恢復上網後請立即執行 Windows Update 與防毒軟體更新，並持續保持更新，以免再次被鎖！

二、重新安裝作業系統
1. 備份個人電腦所有重要資料至隨身碟或其他硬碟。
2. 至 http://www.cc.ncku.edu.tw/download 下載 windows 作業系統映像檔並燒錄成光碟。
3. 以該光碟重新安裝作業系統，安裝防毒軟體，並確認防毒軟體為啟動且病毒碼為最新的狀況。
4. 啟用電腦防火牆功能。
5. 填寫資訊安全事件報告單並寄送至 dormnet@email.ncku.edu.tw 信箱，經資安人員審查通過恢復宿網使用權。
6. 恢復上網後請立即執行 Windows Update 與防毒軟體更新。

Q5：什麼時候需要做故障申告？
A：當實際網路孔故障或整體網路斷線時。若是個人電腦設定的問題，進行故障申告是沒有用的，因為宿網維修工程師，只負責維修實際線路或設備故障。因此，申告前，建議先仔細檢查自己電腦的設定，可能可免去不必要的等待時間。最容易判斷是否網路線路故障的方法是，右下角的「區域連線」的狀態，若是「已連線」，表示網路線路正常；若是「網路電纜已拔除」，則表示網路線路真的有問題，若自己的網路線有確實插好，並確認網路線無損傷並可正常使用，則可進行故障申告。
Q6：申告後，多久會處理？
A：原則上，三個工作天內處理完畢，唯實體線路若斷在中間，會需要較久的時間。

Q7：可以多部電腦上網嗎？需要修改資料嗎？
A：不需要修改登錄資料，即可多部電腦上網，但不是同時，因認證帳號一次只能在一部電腦上使用。如要更換其他電腦，需登入宿網系統，進行「變更裝置」即可。

Q8：可以到不同樓層或不同宿舍使用網路嗎？
A：新機制下，認證帳號，可以跨樓層，跨宿舍使用，皆不需另外修改登錄資料，但使用前需登入宿網管理系統，申請「臨時使用」即可使用。

Q9：本校宿網是否有P2P的限制？
A：因使用P2P有侵權問題，本校校園網路禁止使用P2P，故本校宿網亦禁止使用P2P，除非是特殊學術用途之使用，可另行申請。

Q10：電腦網路該如何設定自動取得IP及DNS？
A：請將個人電腦上IP及DNS伺服器設為自動取得。

Windows設定

以下畫面以Windows 10為例：

1. 請在電腦右下角網路圖示，按右鍵

2. 選「開放網路和共用中心」

3. 選「變更介面卡設定」
检视您基本的網路資訊並設定連線

检视作用中的網路

### 網路 2
- 共用網路

变更网路设定

- 設定新的連線或網路
  - 設定寬頻、撥號或 VPN 連線，或設定路由器或存取點。
- 疑難排解問題
  - 診斷與修復網路問題，或取得疑難排解資訊。
4. 雙擊「乙太網路」

5. 選「內容」
6. 點選「網際網路通訊協定第 4 版(TCP/IPv4)」，再點「內容」

7. 確認 IP 及 DNS 都為自動取得
MAC 設定
1. 打開系統偏好設定
2. 選擇網路
3. 選擇乙太網路並在設定 IPv4 欄位選擇使用 DHCP

4. 選擇進階後並選擇 DNS，確定左方欄位為空白
Q：如何检测资讯插座是否正常
A：若网络不通可先做简易的交叉测试，方法如下：

为了查清问题，最简单的方法，即交叉测试。假设甲同学的电脑（接在资讯插座 A1）在寝室可以上网，但乙同学的电脑（接在资讯插座 B1）不行上网，表示甲同学的电脑硬体设定皆正常，资讯插座 A1 也是正常的，而乙同学的电脑或资讯插座 B1，至少其中一个有问题。此时，请将乙同学的电脑接到 A1，而甲同学的电脑接到 B1。特别注意电脑需申请临时使用，若乙同学电脑接到 A1，仍不能上网，表示乙同学的电脑硬体或设定有问题（使用旧机制的宿舍，也可能是登录在宿网管理系统的 MAC 有问题）；反之，若乙同学电脑接到 A1 即可上网，表示资讯插座 B1 可能故障，此时，甲同学的电脑接到 B1，应该也是无法上网的。这种情形，是资讯插座 B1 故障了，须请乙同学登入到宿网管理系统去进行申告。宿网维修工程师，将会安排时间前往维修（约 3 天内）。

已申告的同学，务必检查自己所登录的联络电话是否正确，并请维持电话畅通，否则工程师联络不上，将无法进行维修。
國立成功大學學生宿舍網路使用說明

如何使用成大校園宿舍網路:

使用步驟:

1. 請將您的電腦接上網路線，另一端接上房間網路孔。
2. 請確認電腦 IP 及 DNS 設定為自動取得。勿連到手機或其他 WiFi 網路。
3. 開啟瀏覽器(勿用 IE)連線至宿網系統後，點選「新使用者登錄」。輸入您的學號與驗證碼，並點選註冊。
4. 請依網頁顯示的欄位分別輸入您的個人資訊後，點選「註冊」，登錄成功後即可上網。請填寫正確訊息以利後續通知使用。

注意事項:

✧ 電腦 IP 及 DNS 必須設定為 “自動取得”，不可有 Proxy 或 VPN 設定。
✧ 登錄註冊資料成功後即啟用，毋需再收信認證。
✧ 註冊完成後，毋需再次登錄。
✧ 註冊完成後系統會自動綁定: 學號 、網路孔 、電腦，若要更換電腦主機或網路卡時，必須登入宿網管理系統，使用「變更裝置」功能更換已登錄裝置。網孔註冊後就不可更換，若要更換已註冊網孔請與計網中心連絡。
✧ 流量管制規則：
   ● 傳輸速率限制：下載速率限 10Mbps
   ● 傳輸流量上限：每 24 小時共 8GB(含上、下載)，流量超過上限者將被限速

若有任何問題，請參考學生宿網管理系統(http://dorm.cc.ncku.edu.tw)的說明與公告，或洽詢計網中心(諮詢專線：61010)、Email:dormnet@email.ncku.edu.tw、計網中心臉書粉專。
宿舍生活安全須知

門禁安全
1. 進出大門時，應俟大門關閉後再行離去，寧可延慢幾秒，可避免他人尾隨進入。
2. 門禁磁卡（學生證）不借給他人使用，若失效或遺失可請管理人員協助。
3. 訪客來訪之前，雙方應電話聯繫約定時間；由本人到樓下大廳接引進入。
4. 忘記攜帶門禁磁卡（學生證）時，請先以電話聯繫室友或管理人員協助開門進入，不可任意按撥或破壞刷卡系統。
5. 不任意調動監視攝影機，以免造成攝影死角致宵小有機可趁。
6. 發揮守望相助精神，遇陌生人應隨口詢問，並立即向管理（值勤）人員或校安中心（分機55555）通報。

人身安全
1. 若遇急症，應先請室友跟管理（值勤）人員通報後，由管理（值勤）人員立即連絡校警協助送醫。
2. 忘記攜帶鑰匙時，可向管理（值勤）人員借用備份鑰匙，禁止爬窗行為；若有緊急或特殊需要，須由管理人員同意後並在場，始得為之。
3. 搭電梯突遇故障時，保持冷靜不慌不忙，以電梯內緊急聯絡電話向外求援；必要時也可再打手機向室友或管理（值勤）人員報告儘快協助救援。
4. 上、下樓梯應徐徐不急，避免跌撞受傷。
5. 不任意觸動警報系統，以免造成真假難辨的「狼來了」效應。
6. 務必參加住宿服務組舉辦之安全教育或防災疏散避難訓練，以獲得必備的求生技巧。

財物安全
1. 寢室內可使用合於《宿舍管理規則》第九條第三項第八款之小型電器（含插座），且應符合國家標準檢驗合格之電器。
2. 禁止放置或使用非合於《宿舍管理規則》第九條第三項第八款之大型或高瓦數電器（如電視、冰箱、電磁爐、烤箱、微波爐）及易燃用品等。
3. 寢室必要時可另外加鎖，惟鎖匙應備份置於服委室；離開寢室應隨手關（鎖）門。
4. 寢室內不放置貴重物品；隨身不攜帶過多現金，且財不露白。
5. 身份證件、金融卡或提款卡應妥慎保管或隨身攜帶；密碼不輕易告訴他人，必要
時應隨時變更。

6. 應有「詐騙電話」之警覺，不參加不明電話或簡訊所舉辦的抽獎、徵文活動，或不回應已獲得獎金之訊息。必要時可撥打「反詐騙電話」—165。

校園安全通報資訊
任何時間、地點，若遭逢特殊、緊急、意外事件，為求時效，請依下列方式或順序尋求協處:

本校校安中心 55555 或 06-2381187
→當日宿舍值班人員
→本舍管輔人員
→導師或室友。

(二)本校學生宿舍緊急聯絡電話
緊急消防救護 119
校外緊急報案 110
校安中心 24 小時緊急通報分機 (06)2757575 ext. 55555
駐警隊 24 小時緊急通報分機 (06)2757575 ext. 66666
校內總機 (06)2757575
住宿服務組 86340
學生輔導組 50320
僑生輔導組 50460
衛生保健組 50430
夜間護送天使 50880
東寧派出所 (06)2375433
開元派出所 (06)2370384
成大醫院急診室 (06)2353535 ext.2222、2225
成大醫院救護車 (06)2353535 ext.2167
環保與節能實用撇步

冷氣節能小幫手：
1. 溫度設定在 26°C~28°C，室溫低於 28°C 時盡量避免使用冷氣，可使用自然風，冷氣溫度設定不低於 26°C 以節約用電。
2. 溫度設定每提高 1°C 可節省約 8%~10% 的電力使用。
3. 冷氣機的出風不要直吹人體，同時確認室內外溫差不要過大，以 3°C~5°C 的溫差最為適宜，並可確保身體健康。
4. 冷氣運轉時，房間內可配合窗簾或百葉窗之類的用品以減少陽光的輻射熱，增進冷氣效果。
5. 冷氣運轉中應避免頻繁的開關門窗（建議開冷氣需要適度的換氣），減少冷氣的外洩，以避免增加耗電。
6. 空氣過濾網可有效過濾灰塵，以避免灰塵附著在熱交換器以及風扇上，若灰塵過多會引響空氣流通，因此過濾網建議每兩周需清潔一次。
7. 季前開始使用時，先送風 10 分鐘以上，待機器穩定後再開起冷氣；季末最後一次使用後請開啟送風約半小時，使機體內部充分乾燥，濾網也需充分清潔以利下一次的使用預備。

冷氣小常識：
1. 冷凍(氣)能力：
為一台冷氣運轉一個小時可從室內吸收的最大熱量，單位為 kcal/h 或 BTU/h。
（kcal/h-公制熱量單位，1kcal/h 等於使 1 公斤水生高一度所需之熱量；BTU-英制熱量單位，1BTU 等於使 1 磅(Lb)水生高一度所需之熱量）
2. EER：
能源效率比值，此值約高及越省電，其定義為：【冷氣能力(kcal/h)】 /【消耗電力(W)】
其以敘述說法可說為：冷氣機以額定運轉時一瓦電力一小時所能吸收的熱量。

電腦節電方式報您知
1. 據統計一台電腦一夜未關機消耗之電力可供印表機列印 10000 張文件！
2. 電腦閒置 20 分鐘，自動進入休眠狀態，省電 97.5%，平均 1 月可省下 420 元電費。

3. 電腦自動休眠時間設定方式:
   進入電腦系統裡的「控制台」
   →「電源選項」
   →「電源配置」將[關閉監視器]的時間設定成 5 分鐘
   →將[系統待命]的時間設定成 10 分鐘
   →將[閉閉硬碟]的時間設定成__分鐘/小時
   →將[系統休眠]的時間設定成 20 分鐘(或適當時間)→大功告成。

節水小幫手
1. 縮短水龍頭開關的時間就能減少水的流失量。
2. 隨手關緊水龍頭，不讓水未經使用就流掉。
3. 控制適量的洗滌物，避免洗衣機中的洗滌物過多或過少。
4. 請將面紙投入垃圾桶內而不要丟入馬桶中。