

國立成功大學勝利第四宿舍住宿生活公約

Code of Conduct of the Sheng-Li 4th Dormitory of National Cheng Kung University

101.06.06 100學年度第2學期學生宿舍自治委員會會議通過

102.10.03 102學年度第1學期學生宿舍自治委員會會議通過

103.12.24、104.01.05 103學年度第1學期學生宿舍自治委員會通過

105.05.17 104學年度第2學期學生宿舍自治委員會通過

106.12.28 106學年度第1學期學生宿舍自治委員會通過

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第一條 國立成功大學勝利第四宿舍住宿生活公約(以下簡稱本公約)依據《國立成功大學宿舍管理規則》(以下簡稱《宿舍管理規則》)第九條第七項訂定之。

Article 1 Code of Conduct of the 4th Sheng-Li Dormitory of National Cheng Kung University (hereinafter, "The Code") is established in accordance with Article 9, Paragraph 7 of National Cheng Kung University Student Dormitory Regulations (hereinafter, "The Regulations").

第二條 本公約在不涉及個人權益的前提下，補充《宿舍管理規則》第九條第三項不及規範事項，以維護宿舍整體觀瞻與塑造內部優質文化為宗旨。

Article 2 The Code, under the hypothesis of not being related to any personal benefit, is an appendix to The Regulations for issues not covered in Article 9, Paragraph 3, and has the purpose of maintaining the dormitory entirety appearance and creating better dormitory culture.

第三條 申請本宿舍床位者，視同同意本公約之相關規定。

Article 3 All applicants are deemed to agree with The Code & The Regulations.

第四條 為維護宿舍安全及秩序，除《國立成功大學住宿契約書》(以下簡稱《住宿契約》)明訂應收取手續費或罰款外，其他採違規記點制度，凡住宿學生於住宿期間，經宿舍管理人員、宿舍輔導人員或宿舍服務人員(舍長、樓長、宿委等)執行取締，同具違規記點效力，且服務人員得視情況拍照備查，違規同學不得拒絕。如遇服務人員取締**不配合者**，除需受原處分外，**處分加倍累計**。

Article 4 In addition to the processing fee and fine listed in the National Cheng Kung University Housing Contract (hereinafter, the Housing Contract), to maintain the dormitory's security and order, all residents should also follow the "Violation Demerit" rule. Any resident who violates the regulations will be given the violation points executed by the management staff, including the dorm manager, dormitory counselor, student assistants, and members of Self-governed Committee of Student Dormitories. The staff and members mentioned above have the right to take photos of violations for records and violators shouldn't raise any objection. The penalty will be multiplied if violators do not cooperate.

第五條 共同維護宿舍內、外部環境：

Article 5 Keep dormitory surroundings clean：

1. 為維護宿舍外觀，腳踏車須停放於停車格內，違者輪胎放氣；嚴重妨礙者，由服務人員鐵鏈上鎖或搬至指定地點處管制，同學僅依指定時段，自行向管理員認領。

To maintain the appearance of the dormitory, all bikes should be parked in the parking zone. Any bike that against the rule will have its tires deflated. In serious violation situations, the bikes will be locked up with a metal chain or stored in an assigned place. Bike owners may reclaim their bike from the dorm manager during a specified period of time.

2. 宿舍大廳、樓梯、走廊、浴室、廁所、交誼廳等公共空間，嚴禁放置個人物品。違規放

置之物品將視為廢棄物處理。違者處以違規記點4點。

Residents should not place or hang any personal items in the public areas (such as the lobby, staircase, hallway, bathroom, toilet, lounge, etc.) Any violator will be given 4 violation points, and incorrectly placed items will be discarded as garbage.

3. 將垃圾放置於公共區域、在公共區域打翻食物不自行清潔、因不當使用造成地面損壞者，違規記4點。

Residents who leave garbage in public areas, spilled food or drink in public areas and do not clean it immediately, or damage the floor due to improper action will be given 4 violation points.

4. 被發現未按規定垃圾分類或是隨便棄置垃圾，違規記4點。

Residents who do not separate garbage correctly or littering will be given 4 violation points.

5. 宿舍內任何時段均禁止奔跑、大聲尖叫、喧嘩或從事跳舞、打球等動態活動，違反者記4點。

Running, yelling, screaming, making noise, dancing, playing ball and etc. in the dorm are prohibited. Any violators will be given 4 violation points.

6. 養成隨手關(鎖)門、關燈、關電源、關水的習慣，得確保財物安全與節能減碳。被發現浪費水、電資源者，違規記4點。

To ensure the safety of property, residents shall always close or lock the door at any time. To achieve energy efficiency and carbon reduction, residents shall always turn off the lights, electricity and water faucet before leaving. Any resident who was found wasting water and power supply will be given 4 violation points.

7. 在簡易廚房以外地點進行炊事者，記 10 點，以退宿處置。

Residents, who cook in the public areas outside the kitchenette, will be given 10 violation points and be ordered to withdraw from the dorm.

第六條 宿舍內部公物使用規範：

Article 6 Public Property Usage Rules in the Dormitory

1. 住宿同學無論進住宿舍時，應向管理人員領取住宿資料卡，填寫完畢後交給管理人員，並逐一清點核對寢室內所有公物，如發現缺漏，需立即告知管理員。

Upon entering the dormitory, residents should receive an information card from the management staff. Please check all items of the public property and return the information card back to the management staff after filling in completely. If any of the public property in the list is missing or broken, residents must report to the dormitory manager immediately.

2. 以非法手段改造寢室內線電話或公共電話，或因此盜打外線及長途電話者，違規記10點以退宿處理，並負擔損壞賠償及繳交電話費之責任。

If a resident illegally reconstructs the internal phone or public phone to make free external calls or long distance calls through illegal means, the resident will be given 10 violation points and be immediately ordered to withdraw from the dormitory. Violators are also responsible for damage compensation, as well as call charges.

3. 不當使用洗衣機、烘衣機、脫水機等設備而導致設備損壞者，須負擔損壞賠償責任，並依《宿舍管理規則》處置。

Residents shall use washing machines, tumble dryers, dewaterers, etc. with care. Residents who damage the facility due to improper usage will be given 10 violation points, be ordered to withdraw from the dormitory and shall be responsible for the damage compensation or repairing fees.

4. 洗衣、脫水、烘衣時，應耐心排隊，使用時應於周遭放置臉盆或洗衣籃等容器。若使用完畢未將個人衣物立即取回者，為避免佔用過久耽誤他人使用時間，下位使用者可代為取出放置於容器上。

Residents should wait in line patiently during using washing machines, tumble dryers or dewaterers. To avoid over-occupancy, users should place their own laundry baskets nearby. The next user may take the clothes out from the machine and place them into the basket in case the previous user is not around.

5. 使用飲水機、公共廁所的洗手台請同學注意勿將食物殘渣傾倒於其上，違反者違規記4點。
Do not leave any food on drinking fountains, sinks or sink tables. Violators will be given 4 violation points.
6. 交誼廳開放時間為上午7:00 晚上11:00。電視機(含遙控器)，請同學愛惜使用，勿任意破壞或帶走，違反者記4點。
Lounge opening hours: 7:00 AM ~ 11:00 PM daily. Residents should handle the TV (including the remote control) with care. Users should not damage or take it away arbitrarily. Violators will be given 4 violation points.
7. 公共區域的桌椅，使用完後需清理乾淨並歸於原處；公共區域之用品如鏡子、書報等公共用品，應愛惜使用，並且禁止私自佔有上述之公共用品。上述各項物品若私自佔用者，違規記4點；使用後造成髒亂未清潔者，除需負清潔責任外，另違規記4點。
Chairs and tables in public areas should be returned to their original place and cleaned immediately after use. Cleaning utensils, mirrors, scales, books, magazines, and newspapers, etc. should be used carefully. Residents who take them away for personal use will be given 4 violation points. Residents who did not clean the items mentioned above will be given 4 violation points and responsible for the cleaning.
8. 借用備份鑰匙、磁卡、推車(僅限勝利校區使用)、背心、住宿費繳費說明卡等公共設備，應以本人證件抵押，且限30分鐘內歸還，遲還者酌收手續費250元，如延遲歸還超過一天，違規另記2點，並以日累計之。
Residents may borrow spare keys, magnetic cards, strollers (only for Sheng-Li campus), vests, and the dormitory payment instruction cards etc. with their ID card. The items borrowed must be returned within 30 minutes. NT\$250 processing fee will be charged if the returning was delayed. If the key is not returned for more than one day, 2 violation points will be given to the resident, and the points will be accumulated daily.
9. 公共設施(如洗衣機、脫水機、烘衣機、飲水機、販賣機等)之插座，嚴禁擅自拔除；公共區域插座嚴禁私接個人電器(如檯燈、電扇、小型收音機、音響、個人電腦、行動電話充電器等)使用，僅開放使用吹風機，其他如經發現者，違規記4點。
It is not allowed to unplug public facilities, such as washing machines, whizzers, tumble dryers, drinking fountains, and vending machines, etc. It is not allowed to plug in personal electrical goods (such as desk lamps, electric fans, portable radios, acoustic equipment, PCs, portable phones or chargers, etc.) except hair dryer in public areas. Violators will be given 4 violation points.
10. 裸體外出(裸奔)者，以妨害風化違規記8點。
Any streakers will be given 8 violation points on public indecency.
11. 偷窺他人洗澡或刺探他人隱私者，違規記10點，以退宿處理。
Residents who peep at someone in the shower room or spy on one's privacy will be given 10 violation points and be ordered to withdraw from the dormitory.
12. 故意觸動火災警鈴或調動監視攝影機者，以影響安全違規記8點。
Residents who push the fire alarm button or intentionally adjust the CCTV thus affecting dorm security will be given 8 violation points.
13. 不在馬桶或尿桶內便溺者，以違反公共衛生違規記4點。
Residents who do not urinate or defecate in the toilet bowl will be given 4 violation points on violating the public sanitation.
14. 宿舍大門以門禁管制，若忘記攜帶磁卡則應聯絡室友、朋友(或值勤人員)協助開門。硬拉磁門以違反公共安全違規記4點，如導致磁門毀損需另負賠償責任。
Dormitory access is controlled by the magnetic doors. If the residents forget to bring the magnetic card, they need to contact their roommates, or friends (or staff on duty) to assist in opening the doors. Residents who intentionally pull the doors will be given 4 violation points on violating public safety. If the magnetic doors are damaged, residents are responsible for compensation.

15. 寢室電費需於公告時間、地點繳交。欠繳冷氣費經催繳後仍未於期限內補繳者，該寢每人違規記2點，得以週累積之，並依據住宿契約第九條第一款得限制宿舍設施使用（寢室用電）與控管離校手續之辦理直至繳清為止。

The electric bill for the air-conditioner of each room should be prepaid within the announced dates and places. If the overdue electric bill is not paid on time after the reminder, each resident in that room will be given 2 violation points, and the violation points will be accumulated weekly. In addition, in accordance with Article 9, Section 1 of the Housing Contract, violators will be restricted for the usage of the facilities of the dorm (for instance, the electricity of the room) and the school leaving procedure will not be allowed until the relevant bills are paid.

第七條 訪客：

Article 7 Rules for Visitor：

1. 若有訪客，居民與訪客應事先聯絡妥當，訪客須由本舍居民親自陪同始得進入宿舍，且訪客於宿舍逗留期間，所到之處均須由本舍居民陪同；逗留期間若無本舍居民陪同，則視為擅自進入，必要時通報該訪客所屬單位併同處理。

Visitors should properly contact the resident before their visit. Visitors can enter the dormitory only if they are accompanied by the resident being visited at all time. Without being accompanied by the resident, visitors will be treated as trespassers. The visitor's unit will be notified.

2. 訪客於宿舍停留期間，應遵守《宿舍管理規則》及本公約，違規之受(邀)訪住宿生及訪客都應究責（含記點），必要時通報該訪客所屬單位併同處理。

Visitors in the dorm should follow “Student Dormitory Regulations” & this Code of Conduct. If there is any violation, violators (including the visitors and the residents being visited) will both be disciplined (including violation points). The visitor's unit will be notified.

3. 訪客(含非該棟之居民)須於夜間零時前離開宿舍。零時至八時間未離開宿舍，均視同留宿事實。違者依《宿舍管理規則》處置。

Visitors (including nonresidents) should leave the dormitory before 00:00. Visitors who remain in the dormitory during 00:00 to 08:00, will be regarded as an overnight stay. Any violator will be disciplined in accordance with “Student Dormitory Regulations”.

4. 宿舍嚴禁攜帶訪客進入洗澡，違規之受(邀)訪住宿生及訪客違規記8點；該訪客通報所屬單位併同處置。

Residents are not allowed to bring visitors to take a shower in the dorm. Violators (including the visitors and the residents being visited) will be given 8 violation points ; The visitor's unit will be notified.

5. 住宿生於其他宿舍違反訪客規定者，與該舍學生同受規定處分。

Students who violate the visitor rule in other dorms will receive the same discipline of that dorm resident.

第八條 床位管理：

Article 8 Accommodation Management

1. 床位不得頂讓或買賣、未經申請不得提前進住、不得私自互換寢室，違者依《宿舍管理規則》處置。

Accommodation trade is strictly prohibited. Any accommodation buying, selling, moving in without prior application, and exchanging rooms without application are not allowed. Disciplinary action according to the “Student Dormitory Regulations” will be taken against the violation of this article.

2. 未按時繳交資料卡(含照片)、廚房資料卡(含照片)等各項住宿所需資料者，經催繳後應於限期內補繳；自公告之期限算起，遲交一天違規記2點，並得以日累計之。

Residents who do not submit a completed resident information card (with photo), kitchenette information card (with photo), or other required information after being reminded will be

given 2 violation points for each day of delay after the announced deadline. The violation point will be accumulated daily.

3. 一位同學只得使用一套傢俱(含桌椅、衣櫃、床鋪等)，不得佔用其他傢俱，私自佔用者違規記 4 點並限期於一週內改善；如未於期限內改善者，另記 2 點，並得以日累計之。如影響他人住宿權益者，佔用物品視同廢棄物，將由服委室強制清除，並加收清潔費 1000 元。

Each resident can only use a set of furniture (including a desk, chair, closet, bed, etc.) It is not allowed to occupy other furniture. Violators will be given 4 violation points and they should recover within one week. The residents will be given 2 violation points for each day of delay after the announced date, and the violation points will be accumulated daily. If the situation affects other people, the occupying items will be regarded as litter and be disposed of by dorm office. The violators have to pay NT\$1,000 for the cleaning fee.

4. 團體生活端賴彼此溝通與容忍，因個人生活習慣不同所造成的衝突，同寢室友或同層同學彼此應先開誠佈公溝通；若溝通不良或輔導員介入仍無改善者，視情況調離原寢。When conflicts caused by different habits occur, residents should communicate with each other. However, if the coordination cannot be executed after counselor's intervention, the resident may be reassigned to another room.

5. 為避免單一寢室一人獨自住宿，造成住宿分配不均及資源之浪費，凡單獨住宿者住服組得調整寢室，居民必須配合搬遷並於期限內完成離宿清點與交還鑰匙，違者視同未完成離宿清點手續，將依《學生宿舍管理規則》處置。

To avoid the uneven of accommodation distribution and the waste of resources, Housing Service Division has the authority to reassign the resident who lives alone to another room. The resident must cooperate to the relocation, finish the check-out process and return the key before the deadline. Any violations will be regarded as check-out failures, and will be disciplined in accordance with "Student Dormitory Regulations".

第九條 普查規定：

Article 9 Accommodation Census

1. 住宿生應於公告期限內完成普查。未進住及未完成普查者，以退宿處置，取消住宿資格，且仍須繳交佔用床位之住宿費。

Residents should complete the accommodation census within the announced period. Students who do not check in the dorm and complete the accommodation census will have their accommodation assignment canceled, be withdrawn from the dorm, however, the accommodation fee will still be charged.

2. 逾期普查者，逾期一日記違規 1 點，以日累計之，並以違規記點 5 點為上限。For any delay of accommodation census, residents will be given 1 violation point for each day, and the violation points will be accumulated daily, up to a maximum of 5 violation points.
3. 為維護住宿品質與安全，普查期間將一併進入寢室確認財產狀況與檢查有無違規事項，住宿生應配合服務人員檢查。

In order to maintain the living quality and security of the dorm, residents should cooperate with the management staff on entering the room, confirming the dormitory asset and checking whether there is any violation of the regulations during the census.

第十條 簡易廚房使用與管理：

Article 10 Kitchenette Use & Management

1. 本宿舍為顧及住宿生飲食之需要與便利，並落實嚴禁住宿生在寢室內外或公共空間炊煮之規定，於本宿舍區內設置簡易廚房（以下簡稱廚房），且為確保各項使用設施之安全及住宿環境之維護，與落實學生自治精神，使用者（僅供勝四住宿生）需依規定完成申請與維護廚房及各項設施，並由宿舍幹部及廚房督導員進行督導與管理。

Considering residents' needs for meal preparation, as well as keeping the regulation regarding the prohibition of cooking in rooms or in public areas, kitchenettes have been set up in this

building. To ensure the safety of facility usage and the preservation of dormitory environment and to realize student autonomy, kitchenette users (Sheng-Li 6 residents only) should follow the rule to complete the applications and maintain each facility in the kitchenette, which will be supervised by the dormitory staff and kitchenette's inspectors.

2. 廚房開放時間為每週一16:00-22:00，週二至週日6:00-22:00。

The opening hours of the kitchenette are 16:00-22:00 for Monday and 6:00-22:00 for Tuesday to Sunday.

3. 廚房各項公共設施使用須知均張貼於廚房，使用者應確實遵守其使用規定，以維持使用壽命與確保操作安全，若不當使用導致設施受損或災害發生，則使用者須負起賠償之責任。

Appliance operation instructions will be posted in the kitchenette. To maintain the appliances in a safe and good condition, users should follow the instructions when using the appliances in the kitchenette. Compensation may due to the kitchenette user if any damage resulting from the improper operation.

4. 簡易廚房內除烹飪電器用品及冰箱內食材外，其私人烹煮相關的物品（如碗盤、刀具、調味料等）一律存放於個人寢室，非運作中之電器應妥善放置於櫥櫃內。

Only permitted electrical cooking appliances and food (in the refrigerators) can be stored in the kitchenette. Other personal items (such as bowls, plates, dining ware, cutting ware, seasoning, etc.) must all be placed in the resident's own room. Electrical cooking appliances not in use should be placed properly in the cabinet.

5. 本廚房僅能使用電鍋、冰箱、烤箱、烤麵包機、咖啡機、果汁機，且必須為國家標準檢驗合格之電器。自行於廚房加裝或使用非上述電器或烹飪用具者，記8至10點。

Only CNS standard approved electric rice cookers, refrigerators, ovens, toasters, coffee machines and blenders are permitted to be used in the kitchenette. Students who place or use any appliance not listed above will be given 8-10 violation points.

6. 本廚房嚴禁以油炸或煎、炒的方式烹煮食物，違者違規記5點處分。

Any frying cooking method (included deep fry and stir fry) is prohibited in the kitchenette. Violators will be given 5 violation points.

7. 依使用者申請之個人使用次數，配合排班清潔，以確實維護廚房整潔，當次使用完畢後，應立即將所有設施回復原狀及確實施行廚房清潔工作，其廚餘與垃圾(含流理台與洗手槽裡的垃圾)應立即自行處理以避免阻塞洗手槽或引起蟑螂、老鼠及蚊蟲滋擾。違反者依本條十四款處置。廚房督導員負責檢查清潔狀況，並定期回報管理員，作為日後廚房管理改進之依據。

Kitchenette users should schedule their cleaning shift based on their own capable time in order to maintain the cleanliness of the kitchenette. Users should put their personal items and electric appliances back to the proper place immediately after the usage and make sure the kitchenette is properly recovered to orderly and clean. Food waste & garbage (including those are on the table and in the sink) must be disposed immediately to avoid sink clogging and keep cockroaches, rats, mosquitoes and insects away from the kitchenette. Violators will be disciplined in accordance with Item 14, Article 10 in "Code of Conduct of Sheng-Li 6th Dormitory". Kitchenette inspectors are in charged to carry out inspection for the kitchenette cleanliness and report to the dorm manager regularly as a reference for improvement and management in the future.

8. 簡易廚房禁止使用多孔插座或延長線。經宿舍服務人員發現，一律沒收，其物品所有者記4點。如再次使用延長線或多孔插座則直接記10點，以退宿處置。

Usage of any type of the socket extensions in the kitchenette is strictly prohibited. If any violation is noticed by the management staff, the extensions will be confiscated, and the owner will be given 4 violation points. If kitchenette users are found to violate the regulation again, 10 violation points will be given and be ordered to withdraw from the dormitory.

9. 放在冰箱內的食物一律要放在保鮮盒裡，而且其尺寸不能超過235mm×170mm×75mm。飲料、果醬須為未開封或完全密封，且只得放置於冰箱最下層。所有保鮮盒和容器須清

楚標明房號、學號、姓名。對於壞掉與違反上述規定之食物和飲料，將視同廢棄物處理，使用同學不得異議，無法配合者請勿使用冰箱。

Food in the refrigerator must be stored in a container, which is not larger than 235mm × 170mm × 75mm. Beverages and jam must be sealed, and can only be put on the lowest level of the refrigerators. All the containers must be clearly labeled with Room No., Student ID and Name. Food and beverage that have rotten or violate the rules above will be discarded as litter. Residents who have any objection or unable to cooperate with the regulation are advised not to apply for the refrigerator usage.

10. 冰箱將於每週一養護時間清空，同學需於每週日以前將個人物品食用完畢或自行清空。於養護期間，放置冰箱之物品將視為廢棄物處理。冰箱內物品服委室不負保管責任，無法配合者請勿使用冰箱。

All the items in the refrigerators should be cleared during maintenance hours every Monday. All users should remove their items before the maintenance hours; else all items in the refrigerator will be treated as disposal. The dormitory office did not assume any custodial responsibility for the items placed in the refrigerator. Residents who are not able to cooperate with this regulation are advised not to apply for the refrigerator usage.

11. 廚房A組申請人數必須達到該棟宿舍總床數10%以上，才得以開放簡易廚房。申請人數不足時，可向鄰近宿舍管理員申請使用該棟廚房。廚房使用者需依程序申請使用（含冰箱、壁櫥與櫥櫃）。

The kitchenette will only be **opened** while the number of the kitchenette applicants (**Category A**) reached 10% of maximum capacity of the dormitory. If the premise is not satisfied, residents may apply the neighboring dormitory building for kitchenette use (if applicable). The kitchenette users should follow the procedures to apply for kitchenette use (including refrigerators, cupboards, and cabinets).

- (1) 申請流程為：一、填寫線上申請單。二、於服委室公告時段內攜帶一張2吋彩色照片完成登記，並配合個人使用頻率排班清潔。三、向管理員登記壁櫥及櫥櫃。使用者必須遵守設備使用規定，未確實履行任一項即依規定處置。

Procedures: ① Complete the online application. ② Register (a 2-inch color photo required) and schedule the cleaning shift within the announced period. ③ Register to the dorm manager for cupboards and cabinets. Disciplinary action according to the relevant regulation will be taken against the violation of any of the rules above.

- (2) 廚房使用者分組如下：

A組-可使用所有廚房設施，可於廚房烹飪食物。

B組-僅使用冰箱，無任何烹飪行為。

Kitchenette usage is categorized into 2 categories:

Category A – Access to all facilities in the kitchenette is permitted, and be allowed to cook in the kitchenette.

Category B – Only access to the refrigerator is permitted. Cooking in the kitchenette is prohibited.

- (3) 非A或B組廚房使用者不得擅自使用廚房，違者需繳交250元行政手續費，並記宿舍違規5點。

Anyone who is neither category A nor B user is not allowed to use kitchenette. Violators will be charged for the processing fee of NT\$250, and 5 violation points will be given.

- (4) 廚房申請B組，但於廚房烹飪者，需繳交250元行政手續費，並記宿舍違規5點。Kitchenette user in category B who cook in the kitchenette will be charged for the processing fee of NT\$250, and 5 violation points will be given.

12. 申請使用廚房者需至服委室向管理員排定清潔班表，並全程駐留於清潔區域且執行清潔工作。

Residents who apply for kitchenette use must visit Dorm Office to arrange their cleaning shift schedule. Users should **stay in the cleaning area during the scheduled time, and do the**

cleaning work properly.

- (1) 每位使用者一週至少須排班一小時。排班方式與清潔區域依服委室公告為主。
Every kitchenette user should schedule their cleaning shift at least one hour a week. The specific rules of the cleaning shift and the cleaning area depend on the announcement from Dorm Office.

- (2) 如欲申請調班或因故無法執行清潔排班者，必須「事先」向管理員提出申請調班或暫停清潔排班，以避免清潔排班的爭議。累積 6 週以上無法執行清潔排班者，則須取消使用廚房。

Users who want to apply for the change of shift or couldn't carry out their duties on the designated schedule must apply to the management staff in advance. The users should cancel the usage of the kitchenette in the case when they couldn't carry out the duty for more than 6 weeks accumulated.

- (3) 廚房清潔排班之檢查標準如下，未符合以下兩種情形之一之情形，視為未依排班時間清潔。

①檢查當下，廚房是處於完全乾淨狀態。

②檢查當下，同學正在清潔。(如同學同時正在烹飪，視同未執行清潔工作)

Dorm office will carry out inspection for the kitchenette cleaning shift. Only two situations below are considered as pass, else are failing the inspection.

①During the inspection, the kitchenette is in orderly and clean.

②The kitchenette user on shift is operating the cleaning during the inspection. (The resident is cooking at the same time will be considered as failing the inspection.)

13. 唯有申請使用廚房之居民，才有資格申請使用廚房內之櫥櫃或壁櫥；若無申請使用廚房者，則不得申請及使用。申請與使用注意事項：

The Kitchenette cupboards and cabinets are for kitchenette users only. Resident who hasn't applied for the kitchenette usage is prohibited to use the cabinet. Important notice for the application:

- (1) 居民必須找管理員或宿舍幹部登記才能使用廚房櫥櫃與壁櫥，先登記者可先選位置。
Residents must register with dorm manager or dorm assistants in order to use the cupboard or cabinet in the kitchenette. Application and choosing the cabinet are processed on a First-Come-First-Served basis.

- (2) 櫥櫃與壁櫥只得放置電鍋、烤箱、烤麵包機、咖啡機、果汁機，每個電器必須標示清楚與完全標示房號、學號、姓名。非運作中之電器應妥善放置於櫥櫃內。其他物品(如餐具、食品或調味料等)，一律存放於個人寢室。違規放置物品由管理員保管，居民需於一週內（或依公告期限）前來領取；逾期未領回以廢棄物處理。

Rice cookers, ovens, toasters, coffee machines, and blenders can only be placed in cupboards or cabinets. All electric appliances mentioned above should be labeled clearly with the resident's Room No., Student ID, and Name. Electric appliances which are not using should be put in the cupboards or cabinets. Other items (such as utensil, food or seasoning) should be stored in the bedroom. The violation items will be confiscated by dorm manager, and the owners have to claim them within a week (or before the announced deadline). Unclaimed items will be disposed of after the deadline.

- (3) 使用櫥櫃與壁櫥需保持清潔與衛生，如因未依規定清潔或擺放除上述電器之外的物品，服委室得收回使用權，該位居民需於1日內搬離所屬物品。

All users must maintain the cleanliness of their cupboards and cabinets; The users who fail to do the cleaning, or puts any items that are not listed above will be banned for the usage of the kitchenette and should clear their personal belongings from kitchenette within 1 day.

- (4) 離宿清點時請將個人物品移走。若辦妥離宿仍有任何物品在本廚櫃未清空，則視為廢棄物處理。

Residents must clear all their personal items placed in the cabinet during their check-out

process. Any personal items left in the kitchenette will be disposed of.

- (5) 假如居民有烹飪用之電器但不想使用，依據《宿舍管理規則》第九條第二項第八款禁止放置於寢室，應找管理員協助將電器放置於儲藏室內，但服委室不負保管責任。According to The Regulation Article 9, Section 2, Term 8, residents are not allowed to store any electric appliance for cooking in the room. If the residents have any extra electric appliance for cooking which was not using, should find the dormitory manager and place the electric appliance in the storage room. The dormitory office did not assume any custodial responsibility.

14. 以下違規事項一經確認屬實，單項違規單次需繳交 250 元行政手續費：

Each of the confirmed violation below will be charged for the processing fee of NT\$250:

- (1) 非A或B組廚房使用者不得擅自使用廚房，違者需繳交250元行政手續費，並記宿舍違規5點。

Residents who are neither category A nor B user will not be allowed to use kitchenette. Violators will not only be charged for the processing fee of NT\$250, and also be given 5 violation points.

- (2) 未依排班時間執行廚房清潔。

Fail to carry out the kitchenette clean-up shift according to the schedule.

- (3) 廚房申請B組，但於廚房烹飪者，除需繳交250元行政手續費，另記宿舍違規5點。

Kitchenette users of category B are not allowed to cook in the kitchenette. Violators will not only be charged for NT\$250 processing fee, and also be given 5 violation points.

- (4) 未依規定操作公用電器

Incorrect usage of the public electric utensils as the regulation suggested.

- (5) 經取消使用資格或未申請使用櫥櫃或壁櫥，卻擅自將個人物品放置於櫥櫃或壁櫥；擅自將個人物品放置於他人櫥櫃或壁櫥。

Places personal items in the cupboard or cabinet after the cancellation of user right or have not applied for kitchenette use. Put personal items in others' cupboard or cabinet.

- (6) 於櫥櫃或壁櫥內擺放除電鍋、烤箱、烤麵包機、咖啡機、果汁機之外的物品。

Places any prohibited electric appliances. Permitted electric appliances: rice cooker, oven, toaster, coffee brewer and blender.

- (7) 未將廚餘及垃圾妥善分類放置於垃圾桶；未清潔自己的餐具(碗、盤等)。

Fail to separate the garbage and food waste and throw in the respective garbage bins. Fail to clean up their own tableware (bowls, dishes, etc.)

- (8) 未將個人物品帶離廚房；未將個人電器或公共設施回復原狀。

Leave the personal belonging in the kitchenette. Fail to keep personal electric appliance or public facility in the proper place.

- (9) 完成烹調後，佔用插座保溫。

Occupies porous sockets for keeping food warm after the food is cooked.

- (10) 放置於簡易廚房之電器，未標示清楚或未完全標示房號、學號、姓名。

Putting any electric appliance in the kitchenette without a clear label of Room No., Student ID., and Name.

15. 30日內總計違規次數達十五次，即公告後關閉廚房一周。

If violation accumulated 15 times within 30 days, the kitchenettes will be closed for a week after notification.

16. 已申請廚房而欲取消者，必須至服委室找管理員填寫取消申請單，並於當日移除個人烹飪電器，否則依規定處置。

To relinquish the usage of the kitchenette, kitchenette user must visit the dormitory office, fill in the cancellation form of kitchenette usage and confirm with dorm manager. Once residents hand in cancellation form, the resident must remove all their personal cooking equipment on that day, otherwise, violators will be disciplined in accordance with relevant regulations.

- 第十一條 為維護住宿安全，在寢室加裝小鎖者，務必繳交備份鑰匙或密碼到服委室備查，經催稽後應於限期內補繳；限期之後仍遲交者一天違規記2點，並得以日累計之。
- Article 11 Any resident who adds an extra lock to their bedroom should provide a spare key or the passcode of the lock to the management staff before the deadline notified. 2 violation points will be accumulated each day after the deadline.
- 第十二條 所記違規點數在住宿期間將累計(跨學期跨學年)，累計點數10點以上者，以退宿論，且不得再申請住宿。
- Article 12 Violation points will be accumulated during accommodation period (over academic semesters & academic years). Residents who were given 10 or more violation points will be ordered to withdraw from the dorm and no longer be eligible for on-campus accommodation application.
- 第十三條 違規記點名單統一送由輔導員登錄。凡欲銷點者，需經輔導員同意，校園替代服務每3小時銷1點，服務內容由住宿服務組或輔導員定之。
- Article 13 Counselor's approval is required for the elimination of the violation points. Elimination of 1 violation point requires 3 hours labor service. The assignment of labor service is assigned by Housing Service Division.
- 第十四條 臨時房安排與使用規則：境外生如因航班因素無法於上班時間辦理進住，由住服組安排臨時房予當日抵達宿舍的同學暫時住宿。凡領取臨時房鑰匙(含接待義工代領鑰匙)之同學，必須於隔日(如遇假日則順延下個工作日)中午前歸還鑰匙、完成離宿清點、繳交電費(電費每人50元/日)。如未於期限內完成上述手續，將依宿舍相關規定處置。
- Article 14 The arrangements and regulations for temporary rooms: Housing Service Division will arrange a temporary room for foreign students who are unable to check-in during the office hours due to reasonable issues (e.g. flight issues). Student (includes 'buddy') who received the key of the temporary room should complete the check-out procedure of the temporary room on the next working day (before 12:00 at noon). Check-out procedure include: Payment of the electricity bill NT\$50 per person/day, Clearing of the temporary room and returning the key of the temporary room. Students who fail to complete the procedure will be disciplined in accordance with relevant regulations.
- 第十五條 電器
- Article 15 Electrical Appliances
1. 宿舍內只能使用或放置符合《宿舍管理規則》規定之電器，且必須經中華民國國家標準檢驗合格(CNS)，並清楚標示規格。規格標示不清或電線外露等有安全疑慮之電器，視同違規電器。
Only electrical appliances conforming to The Regulation can be used or placed in dormitory. And CNS approved with clear specification label is a must. Electrical appliances with safety concerns such as unclear specification label and wire exposed will be considered as illegal electrical appliances.
 2. 如因住宿生攜帶之電器造成宿舍電路、設備損壞，或影響公共安全者，須由住宿生全額賠償，並負擔法律責任，且另依《宿舍管理規則》記點處置。
If there is any short circuit and damaged facility resulting in public hazard which caused by the residents' electrical appliance, the resident must be liable for the legal responsibility and should pay for the damages. Violation points will be given according to The Regulation.
 3. 除簡易廚房可放置與使用合於規定之烹飪電器之外，其餘電器需放置於個人寢室。
Only approved cooking utensil can be placed and used in the kitchenette. Other electrical appliances should be placed in the room.
 4. 以下電器必須事先申請，並經由住宿服務組同意後，方能於宿舍使用或放置：冰箱、個人行動載具。未事先申請視同違規電器。
The electrical appliances listed below should be applied for the permission from Housing

Service Division in advance: refrigerator and personal electrical vehicle. Without approval, the electrical appliances stated above will be considered as illegal electrical appliances.

5. 於宿舍內使用或放置違規電器，依《宿舍管理規則》記宿舍違規8至10點。

The resident who use or place illegal electrical appliances in the dormitory shall be given 8-10 violation points according to The Regulation.

第十六條 本公約送學生宿舍自治委員會議通過後公佈施行，修正時亦同。

Article 16 The Code shall be approved and confirmed by the Self-governed Committee of Student Dormitories to be implemented. Any amendments shall be processed accordingly.

*本公約中英對譯如有差異，以中文文意為主。

**These regulations are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.*