

國立成功大學敬業第三宿舍住宿生活公約

Code of Conduct of National Cheng Kung University Ching-Yeh 3rd Dormitory

101.06.06 100 學年度第 2 學期學生宿舍自治委員會會議通過
Approved by Self-governed Committee of Student Dormitories in the 2nd semester of the 2011-2012 on June 6, 2012
103.01.03 102 學年度第 1 學期學生宿舍自治委員會會議通過
Approved by Self-governed Committee of Student Dormitories in the 1st semester of the 2013-2014 on January 3, 2014
105.11.24 105 學年度第 1 學期學生宿舍自治委員會會議通過
Approved by Self-governed Committee of Student Dormitories 1st semester of the 2016-2017 on November 24, 2016
108.04.18 107 學年度第 1 學期學生宿舍自治委員會會議通過
Approved by Self-governed Committee of Student Dormitories 1st semester of the 2018-2019 on April 18, 2019

- 一、國立成功大學敬業第三宿舍生活公約(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。
 1. 國立成功大學敬業第三宿舍生活公約(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。

The Code of Conduct of National Cheng Kung University Ching-Yeh 3rd Dormitory (abbreviated as code in below) is formulated according to Paragraph 7 of Article 9 of “National Cheng Kung University Student Dormitory Regulations” (abbreviated as “Student Dormitory Regulations” in below).
- 二、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，凡住宿居民於住宿期間，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及錄影備查，違規居民不得拒絕。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。
 2. In order to maintain the safety and order of the dormitory, in addition to the handling fee or fine as stated in the “National Cheng Kung University Student Housing Contract” (hereinafter abbreviated to “Student Housing Contract”), any penalty point system adopted and imposed by managers, dormitory counselors or dormitory service personnel (dormitory heads, floor heads, dormitory committee members, etc.) have the same effect as the standard penalty system. Based on the circumstances, service personnel are authorized to take inspection photos and videos which the resident in question may not refuse. In the event that the service staff imposes a penalty on a resident who refuses to cooperate, the punishment imposed is in addition to the original punishment.
- 三、宿舍外觀之維護及交通安全
 3. To maintain the dormitory’s outer environment and traffic safety:
 - (一) 地下一樓停車場設置機腳踏車停車位，地下二樓汽車停車位限本棟居民申請，汽車依照申請證號依序停放，如遇違規停放者請登記車牌後洽服委室。經檢舉後由宿舍管理人員查證屬實者，記 4 點並限期當天立即改善；如未於期限內改善者，另記 2 點，並得以日累計之。
 - (1) Parking spaces for bicycles and motorcycles are available on the underground level 1 parking lot. Application for car parking spaces on the underground level 2 is restricted to residents of the building. Car parking is structured in accordance with the application

number. If a car is parked illegally, please record the license plate and contact the committee. On receiving a report, the dormitory management staff will verify the facts. An offender is penalized 4 points and must correct the offence immediately on the same day; if an offence is not corrected within the time limit, 2 points will be given and violation point will be given per day.

(二) 腳踏車及機車須停放於停車格內，違規停放經勸告而未改善者，違規記 5 點。

(2) Bicycles and motorcycles must be parked in the parking lots. 5 violation points will be given if there is no improvement after advisement.

四、宿舍安全及秩序維護

4. To maintain the dormitory's safety and order:

(一) 寢室財產或公共區域物品損壞故障，請至一樓大廳兩側桌上填寫修繕登記表，以利於修復時效及追蹤物品使用情形。

(1) If a property of the dormitory or the public area is damaged, please visit the desks on either side of the hall on the first floor and fill in a repair registration form. This should help repair the aging and track the use of the item.

(二) 寢室冷氣電費另計，每學期依住宿服務組公告收費標準收費。寢室電費需於公告時間繳交。欠繳冷氣費經催繳後仍未於期限內補繳者，該生違規記 2 點，並得以週累計之。

(2) The air-conditioning fee for the dormitory is calculated separately, and is charged per semester in accordance with the fee notification issued by the Housing Services Division. The electricity fee must be paid at the time indicated on the notice. If a student fails to pay an overdue air-conditioning fee within the time limit after a reminder has been sent, the student will receive 2 points and violation point will be given per week.

(三) 宿舍公物使用規範

(3) Instructions for using public property in the dormitory:

1. 洗烘衣機設施位於北棟地下一樓，洗衣機、烘衣機、脫水機等設備，請居民珍惜使用。若以不當手段破壞，違規記 10 點，並負擔損壞賠償責任。

A. Washing and drying machine facilities are located on underground level 1 of the North Building. Residents must use the washing machines, dryers, dehydrators and other equipment with care. If a machine is damaged by improper use, the offender will receive 10 points and must bear liability for paying compensation.

2. 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。

B. The front door of the dormitory is subject to access control. If residents forget to carry a magnetic card, they should contact their roommate or friend (or duty officer) to help them open the door. Forcing open the magnetic door is in violation of the public safety regulation and attracts 4 points. If the magnetic door is damaged, the offender is liable for paying compensation.

3. 不在馬桶或尿桶內便溺者，以違反公共衛生違規記 8 點。

C. Residents who urinate or defecate outside the toilet will be given 8 violation points for against public health.

4. 借用寢室備份鑰匙及磁卡應以本人證件抵押；最遲 15 分鐘內歸還；遲還者依《學生住宿契約書》酌收手續費 250 元；如延遲歸還超過一天，另記違規 2 點，並以日累計之。

D. Residents should present their ID cards when borrowing spare keys and magnetic cards. They should be returned within 15 minutes. Violators will be charged with a service fee of NT\$250 according to Article 11 of the "National Cheng Kung

University Student Housing Contract”. 2 points will be given if overdue for every day.

5. 出借寢室鑰匙或磁卡，經查證實屬違規者，違規記 10 點，該名訪客併同處理。
- E. Lending out spare keys or magnetic cards is a violation and if proven attracts 10 points. The visitor is subject to the same penalty.

(四) 床位管理

(4) Bunk Management:

1. 團體生活端賴彼此溝通與容忍，寢室內應共同協調打掃以維護清潔。因個人生活習慣不同所造成的衝突，同寢室友或同層居民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，視情況雙方調離原寢室。
- A. Community life depends on mutual communication and tolerance. Bedrooms should be coordinated and cleaned in order to maintain cleanliness. If conflicts occur due to differences in personal habits, roommates or residents of the same floor should communicate with each other openly and honestly; if communication or counselor mediation fails to resolve the issues, the two parties will be transferred from their original dormitory appropriately.
2. 一位居民只得使用一套傢俱(含桌椅、衣櫃、床舖等)，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，將由服委室服務人員強制清除，並加收清潔費 1000 元。
- B. A resident must use only one set of furniture (including tables, chairs, wardrobes, beds, etc.) and must not occupy other furniture. Using other furniture without permission attracts 4 points and the behavior must be rectified within a week; if the behavior does not improve within the time limit, 2 additional points are given and may accumulate daily. If the behavior affects other residents' accommodation rights, the occupied item will be treated as a waste item and will be forcibly removed by the service committee staff. A cleaning fee of 1,000 will be added.
3. 個人生活習慣髒亂，影響他人住宿意願，經檢舉後由宿舍管理人員查證屬實者，記 4 點並限期當天立即改善；如未於期限內改善者，另記 2 點，並得以日累計之。
- C. Chaotic personal habits that affect the lives of other residents attract 4 points once verified by the dormitory management personnel. The behavior must improve on the day of notice; if it is not improved within the time limit, 2 points are given and accumulate daily.
4. 為安全上的考量，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。
- D. For safety reasons, the occupation of a bedroom by a single resident should be avoided, since this results in uneven accommodation allocation and wastage of resources. The Housing Services Division must adjust the accommodation of a single occupant. The resident must cooperate with the relocation and complete the check-out and key return within the time limit. Any non-compliance is considered equal to a failure to complete a check-out procedure and is handled in accordance with the “Student Dormitory Regulations”.

(五) 偷窺他人隱私者，違規記 10 點。

(5) Intruding into the other's privacy will be given 10 violation points.

(六) 裸體外出(含寢室內陽台)或裸奔者，以妨害風化違規記 8 點。

(6) Residents go out naked (streaking) will be given 8 violation points for obscenity.

(七) 訪客：

(7) Visitors:

1. 敬三南棟女生宿舍異性訪客時間為 8:30~16:30，其餘時間禁止異性訪客進入。任何時間無該棟女性居民陪同的情況下，男性訪客均不得擅自逗留於女生宿舍區，上述兩項違反者記 10 點，該名訪客併同處理。
- A. The visiting time for opposite gender visitors at the Ching-Yeh 3rd Dormitory South Female Dormitory is between 8:30 and 16:30. At other times, visits by opposite gender visitors are forbidden. Male visitors are not allowed to stay in the female dormitory area without any accompanying female residents at any time. Violation of either rule attracts 10 points. The visitor is subject to the same penalty.
2. 禁止攜帶訪客進入洗澡，連同該名訪客通報所屬單位併同處理，違規另記 8 點。
- B. Visitors are not allowed to shower in the dormitory. For violations, 8 violation points will be given. The unit that the visitor belongs will also be informed.
3. 若有訪客，訪客與居民應事先聯絡妥當，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。
- C. If there is a visitor, the visitor and the resident should agree upon the visit in advance. The visitor must be accompanied by the resident in order to enter the dormitory. During the visit, the visitor must be accompanied by the resident; if the visitor is unaccompanied during the visit, it is considered as unauthorized entry.
4. 如遇特殊情形，男性訪客欲至女生宿舍區，必須事前先徵求宿舍管理人員同意後，至服委室報備。
- D. In case of special circumstances, male visitors who wish to visit the female dormitory area must seek the consent of the dormitory management staff in advance and then report to the Office of Ching-Yeh 3rd Dormitory.

(八) 普查規定：

(8) Census regulations:

1. 本舍居民應於公告期限內完成普查。未進住及未完成普查者，以退宿處理，取消住宿資格，且仍須繳交佔用床位之住宿費。
- A. Dormitory residents must complete the census within the notice period. If a person who has not yet begun their residency fails to complete the census on time, their accommodation will be deemed withdrawn and cancelled. However, they must still pay the residence fee for the occupied bed.
2. 延遲普查期間，逾期完成普查者，逾期一日記違規 1 點，以日累計之，並以違規記點五點為上限。
- B. During the census period, if a resident fails to complete the census on time, 1 point will be given with each overdue day and the points accumulate daily. The maximum penalty is 5 points.
3. 未按時繳交資料卡(含照片)等各項住宿所需資料者，經催繳後應於期限內補繳；自公告之期限算起，一天違規記 2 點，並得以日累計之。
- C. Residents, who do not submit the resident information card (with photo) within the specified time, should turn in the card after being reminded. If still not completed within the specified time, they will get 2 violation points per day. The violation points will be accumulated daily.
4. 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，居民應配合服務人員檢查，並得再另訂抽查時間。

D. In order to maintain quality of living and safety, the service personnel will enter the room for confirmation of property and to check for violations during the census. Residents should cooperate with the checks by service personnel. And the personnel can set a separate check time.

五、宿舍內部環境維護：

5. To maintain the dormitory's inner environment:

- (一) 落實垃圾分類，可回收物品含紙、鋁箔包、鐵罐、塑膠、寶特瓶等。被發現未按規定垃圾分類或是隨便棄置垃圾，違規記 4 點。
- (1) Waste must be properly sorted and classified. Recyclable items include paper, aluminum foil, iron can, plastic, and PET bottles. If a resident is found not to have classified their garbage according to the regulations or has disposed of garbage randomly, 4 points will be applied.
- (二) 交誼廳、桌球室等公共區域請配合開放時間，使用完畢後請確實清理並關閉電源，桌球室使用規則另訂之。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。
- (2) Public areas such as the communal room and the table tennis room are only available at the prescribed times and residents must clean up and turn off the power after use. The rules of the table tennis room are set out separately. Residents should develop the habit of closing the door, turning off lights, turning off power and shutting off the water so as to ensure the safety of property and the saving of energy. Wasting water and electricity resources attract 4 points.
- (三) 禁止在公共區域放置私人物品或垃圾；違者均以違規記 5 點，且其放置之物品，宿舍管理人員有強制清除之權利。
- (3) Residents are forbidden from placing personal belongings or garbage in public areas; offenders shall receive 5 points. The dormitory management staff have the right forcibly remove or clean up any unauthorized belongings.
- (四) 寢室內洗手台及浴室排水孔定時清除毛髮及每週用熱水通皂膏。
- (4) Residents should regularly clean hair from indoor sinks and the bathroom drain holes and flush them with hot water weekly.
- (五) 勿將食物殘渣傾倒於飲水機和寢室內洗手台；勿將衛生紙、衛生棉等易阻塞物品丟入馬桶內，違反者違規記 4 點。造成設備損壞者，照價賠償。
- (5) Do not dump food residue into the water dispenser or bathroom sink; do not throw toilet paper, sanitary napkins, etc. into the toilet. Any violation attracts 4 points. If any equipment is damaged, the offender is liable to pay compensation equal to the product price.
- (六) 公共區域的桌椅，使用完後需清理乾淨並歸於原處；公共區域之清掃用具、鏡子、書報等，應愛惜使用。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。
- (6) Tables and chairs in public areas should be cleaned and returned to their original place after use; cleaning tools, mirrors, books and newspapers in public areas should be used with care. If the above items are usurped for private use, 4 points are applied; if they become dirty and uncleaned after use, the offender is responsible for cleaning them. An additional 4 points are applicable.
- (七) 將垃圾放置於公共區域、在公共區域打翻食物不自行清潔、破壞公共區域者，違規記 4 點。
- (7) If a resident leaves any rubbish behind or spills any food in a public area and fails to clean them up, causing disruption to the public area, 4 points are applied.

六、其他相關規定請參照《國立成功大學宿舍管理規則》及《國立成功大學學生宿舍住宿契約》。

6. For other relevant regulations, please refer to the “National Cheng Kung University Student Dormitory Regulations” and the “National Cheng Kung University Student Housing Contract”.

七、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。

7. 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.