

# 國立中興大學女生宿舍公約及違規處理要點

## National Chung Hsing University Guidelines on Rules and Punishment for Female Dormitory

108.03.11 女生宿舍服務委員會會議修正

Amended by the Female Dormitory Service Committee Meeting on March 11, 2019

108.11.13 女生宿舍服務委員會會議修正

Amended by the Female Dormitory Service Committee Meeting on November 13, 2019

109.06.24 女生宿舍服務委員會會議修正

Amended by the Female Dormitory Service Committee Meeting on June 24, 2020

110.07.08 女生宿舍服務委員會會議修正

Amended by the Female Dormitory Service Committee Meeting on July 8, 2021

111.07.04 女生宿舍服務委員會會議修正

Amended by the Female Dormitory Service Committee Meeting on July 4, 2022

112.08.15 女生宿舍服務委員會會議修正

Amended by the Female Dormitory Service Committee Meeting on August 15, 2023

**第一條** 凡涉及住宿期間、宿舍區域內發生之事件，均得以宿舍公約規範之。

**Article 1** All incidents involving the accommodation period and the dormitory area shall be governed by this dormitory agreement.

**第二條** 為維護宿舍秩序，由女宿服務委員監督執行本宿舍公約，若有違反本校學生宿舍公約及違規處理要點，具體情況屬實者則依公約條例進行懲處。記滿 15 點者僅可住滿該學期，爾後不得再申請住宿。記滿 20 點一律退宿，並於一週內搬離，視情況最多延長至兩週內搬離，不得再有異議，休學、退學等須立即退宿者亦同。（詳見女生宿舍違規處理要點）

**Article 2** To maintain the order of the dormitory, the Female Dormitory Service Committee will supervise the implementation of this dormitory agreement. If there is a violation of this dormitory agreement and the specific circumstances are true, punishment will be imposed by the regulations of the agreement. Students who receive 15 penalty points can only stay in the dormitory until the end of this semester and are not allowed to apply for accommodation in the future. Students who receive 20 penalty points should withdraw from the dormitory within one week. Depending on the situation, it will be extended to a maximum of two weeks to move out, and there will be no further objections, and the same applies to those who must leave the dormitory immediately, such as suspension or withdrawal. (Please refer to the "Punishment Guidelines against the Rules of Female Dormitory" for further details).

**第三條** 宿舍床位由服務中心分配調整，住宿生不得拒絕床位安排及調整。另若寢室僅剩一人時，服務中心因考量安全需求有權利安排更換至其他寢室(不算於換寢次數內)。未經許可，擅自進住、私自換床位或至他人寢室就寢，記 15 點。如欲更換寢室，可於每學期換寢申請期間內遞交申請資料，該學期更換寢室以一次為限，惟下列情形不設此限(1)與室友嚴重生活作息不協調者，經服務委員協調無效。(2)因受傷以致行動不便需申請休養室者。(3)突發個案。若未事先申請，視同私自換床位。

**Article 3** The dormitory beds are allocated and adjusted by the service center, and boarding students are not allowed to refuse the bed arrangement and adjustment. In addition, if there is only one person left in the dormitory, the service center has the right to arrange to change to another dormitory due to consideration of safety needs (not included in the number of room changes). Students who live in dormitories, change beds, or sleep in other people's rooms without

permission will receive 15 penalty points. If you want to change the room, you can apply during the application period of each semester. Each student can only change room once in the semester, except for the following situations. (1) Those who are seriously incompatible with their roommates, and the coordination of the service committee is invalid. (2) Those who have limited mobility due to injury and need to apply for a recuperation room. (3) Unexpected cases. If you do not apply in advance, it will be regarded as changing the bed without permission.

**第四條** 禁止在女宿內或公共區域走道上打球。

**Article 4** Playing ball is prohibited in the female dormitory or in public hallways.

**第五條** 女宿內禁止張貼各項宣傳海報，一經發現一律清除，不得有異議，惟經女宿服務中心核校內單位衛教單等除外。

**Article 5** It is forbidden to post all kinds of propaganda posters in the female dormitory. Once found, they will be removed without any objection, except for the health and education sheets of the school units approved by the female dormitory service center.

**第六條** 如於宿舍內行使宣傳活動（含發傳單）或招募社員等行為，抑或有意帶非住宿生進入宿舍進行宣傳，經舉報記 10 點處分。若住宿生有遇到此狀，可蒐證。

**Article 6** If any promotional activities (including distributing flyers) or recruitment of members are conducted within the dormitory, or if there is an intention to bring non-residents into the dormitory for promotion, it will result in a 10-point penalty upon report. Residents encountering such situations can collect evidence.

**第七條** 夜間 12 時過後，尊重室友生活之差異性，關大燈、開小燈，輕聲作業並及早就寢，以維持身體健康。

**Article 7** After 12 AM, respect the differences in roommates' lifestyles by turning off the main lights, using small lights, working quietly, and going to bed early to maintain good health.

**第八條** 宿舍大門門禁時間為 24 小時，進出者皆須刷卡進出。

**Article 8** Curfew of the dormitory gate is 24 hours. The resident should use her student ID card to enter and leave the dorm.

**第九條** 違規處理要點如下：

- 一、宿舍全面禁止吸菸，違者記 10 點。在宿舍區內禁止飲酒，飲酒者記 5 點、酒醉滋事者記 10 點，情節嚴重者立即退宿。
- 二、宿舍內禁養動物，包含狗、貓、兔、昆蟲、魚類、禽類、嚙齒類、兩生類、爬蟲類及珍奇(特殊)動物，違者記 5 點。
- 三、宿舍區域內禁用電鍋、電磁爐、電視、電熨斗、烤箱、冰箱(經服中核准之申請者除外)、電暖爐、除濕機或 500 瓦以上等高功率電器(除吹風機、電腦設備外)。違者記 5 點，情節嚴重者得以加重處分。
- 四、宿舍內禁止使用煤油爐、卡式爐等火具，以免發生危險，違者立即退宿。
- 五、00：00-07：00 禁用洗衣機、烘衣機、脫水機，違者任何人皆可掀蓋，且違者記 5 點。

- 六、請住宿生共同維護環境整潔，勿破壞公物，並請勿於公共區域（含寢室外走廊）放置任何影響他人通道之私人物品，違者記 10 點。
- 七、住宿生擅自留宿異性、非住宿生或留宿於中興大學之其他宿舍，記 10 點，情節嚴重者，立即退宿。
- 八、寒暑假未申請住宿並私自留宿者，需繳清住宿費與水電費並不予以退費，下學期續住者加記 10 點。
- 九、有床位而未進住或每週有三次以上無故未在寢室就寢者，一律退宿。
- 十、宿舍內外請保持輕聲，任何聲音以不影響隔鄰寢室為準，違者記 5 點。屢勸不聽者，加記 10 點。
- 十一、請尊重其他住宿生，勿侵害他人隱私，違者記 5 點，視情節輕重得加重至 20 點。未經許可不得擅自開啟他人寢室、抽屜、衣櫃，或有任何竊取財物之行為，違者依情節輕重議處；服務委員值勤公務不在此限，得以在公務範圍內進入住宿生房間執行公務，住宿生不得異議。
- 十二、未依宿舍丟棄物分類指示丟棄垃圾，記 10 點，並行勞動服務 5 小時。若不願行勞動服務，再記 10 點。
- 十三、食物殘渣（如茶葉、泡麵、果皮等）不得倒入飲水機及洗手檯水槽、馬桶，違者記 10 點。
- 十四、公共財產（含公共區域之插座）請勿挪為私用，違者記 10 點。

**Article 9** The key points for handling violations are as follows:

1. No smoking in the dormitory. Those who violate this regulation will receive 10 penalty points. No drinking in the dormitory. Students who drink in the dormitory will receive 5 penalty points. Students who arouse commotion after drinking will receive 10 penalty points. Those who violate this regulation seriously cases should withdraw from the dorm immediately.
2. Keeping pets, including dogs, cats, rabbits, insects, fish, birds, rodents, amphibians, reptiles, and rare animals inside the dormitory, is prohibited. Those who violate this regulation will receive 5 penalty points.
3. Within the dormitory area, the use of electric rice cookers, induction cookers, televisions, electric irons, ovens, refrigerators (except those approved by the service center), electric heaters, dehumidifiers, or high-power appliances over 500 watts (excluding hair dryers and computer equipment) is prohibited. Violators will receive 5 penalty points, and in severe cases, additional penalties may be applied.
4. Kerosene stoves and cassette cookers are prohibited in the dormitory in case of an accident. Students who violate this regulation should withdraw from the dormitory.
5. From 00:00 to 07:00, washing machines, clothes dryers, and dehydrators are prohibited. If anyone violates the rules, anyone can lift the cover, and those who violate this regulation will receive 5 penalty points.
6. Please maintain the cleanliness of the dormitory, and do not break any public property. Do

not place any personal items that interfere with the passage of others in the public area (including the corridor outside your bedroom). Those who violate this regulation will receive 10 penalty points.

7. Residential students are not allowed to bring the opposite sex or non-residential students into the dormitory or stay in other dormitories of Chung Hsing University. Violators will receive 10 penalty points., and serious cases should withdraw from the dorm immediately.
8. Those who stay in the dormitory during winter or summer breaks without applying will be required to pay the accommodation and utility fees, which are non-refundable. Additionally, 10 penalty points will be added for those continuing to reside in the dormitory the following semester.
9. Residents who acquired a bed in the dormitory but do not live in it or residents who have not stayed in their dormitory room 3 times per week should withdraw from the dormitory. Students who violate this regulation should withdraw from the dormitory.
10. Please keep your voice down inside and outside of the dormitory area. Residents should not disturb other residents in their neighboring rooms. Those who violate this regulation will receive 5 penalty points. Students who ignore the warning and keep disturbing others will receive 10 extra penalty points.
11. Please respect other dormitory students and do not infringe on the privacy of others. Violators will be given 5 penalty points, which can be increased to 20 penalty points depending on the severity of the case. Do not open other people's rooms, drawers, or wardrobes without permission, or steal others' property. Violators will be punished according to the seriousness of the case. Except when the service committee members are on duty, they can enter the dormitory students' rooms to perform official duties within the scope of official duties, and the students shall not object.
12. Those who do not dispose of garbage according to the classification instructions of the dormitory will receive 10 penalty points and need to do five hours of labor service. If students do not want to perform labor services, another 10 penalty points will be given.
13. Do not dump food residue like used tea leaves, noodles, and fruit peel in the water cooler, sink, or toilet. Those who violate this regulation will receive 10 penalty points.
14. Do not divert public property (including sockets in public areas) to private use. Those who violate this regulation will receive 10 penalty points.

**第十條** 女生宿舍自行車及機車停放規則如下：

- 一、凡女生宿舍之同學均享有申請車證停車之權利，惟限自己之車輛，採一人一車制，自行車或機車擇一。若經發現申請人代人申請，住宿期間一律取消該權利。
- 二、車證由服務委員會分配調整，不得隨意更換車證，亦不得無任何理由取消、申請更換車位。
- 三、自行車、機車請依宿舍規畫區域停車，一車一證。
- 四、非停車空間停放車輛均屬違規，違規車輛將上鎖，被上鎖之車主請至服務中心解鎖。

- 五、違規停車之處分：繳納違規金 100 元，或繳費後於當學期內完成宿舍區內之勞動服務一小時，予以退還違規金。服務中心解鎖時間上午九時至十時半；下午六時至七時。
- 六、若當學年違規累計三次以上者，則立即取消車證資格，該學年內不得重新申請。
- 七、自行破壞鎖扣者，以破壞公物論，扣財保金。自行解鎖者，記 5 點。
- 八、各軒門口為重點取締區，任何時間皆嚴禁臨時停車。
- 九、其餘事項，依學生宿舍自行車及機車管理辦法辦理。

**Article 10** Regulations of parking bicycles and motorcycles in the female dormitory are as follows:

1. All residents in the female dormitory have the right to apply for a parking license. Residents can only apply for a license for their vehicle. If an applicant is found applying for a license for another person, this right will be suspended during her staying in the dormitory.
2. The vehicle license is allocated and adjusted by the service committee, and the vehicle license cannot be changed at will, nor can it be canceled or applied for a replacement parking space without any reason.
3. Bicycles and motorcycles should be parked in the designated dormitory parking areas, one vehicle per permit.
4. Parking outside of the parking lot will be considered a violation, and the vehicle will be locked up. The owner can go to the service center to unlock their vehicle.
5. Penalties for traffic violations: Violators will be fined NTD 100 to unlock their vehicle. Violators can also unlock their vehicles by doing a one-hour labor service. (The time for violators to unlock their vehicles in the service center: 9 A.M to 10:30 A.M; 6 P.M to 7 P.M.)
6. Residents who violate regulations three times in an academic year will be canceled qualification for parking license immediately. Also, can't re-apply parking license in the same academic year.
7. Residents who break the lock will be charged for their deposit. Those who unlock it by themselves will receive 5 penalty points.
8. All residents can't park vehicles in front of each building at any time.
9. Please refer to "National Chung Hsing University Guidelines on Management of Bicycles and Motorcycles in the Dormitory" for further details.

**第十一條** 女生宿舍每學期於住宿生學雜費中預收水電費、清潔費，每學年收取清潔保證金及財產保證金。

- 一、水電費於每學期初收取，學年末統一退費，多退少補。
- 二、清潔費係為宿舍公共區域打掃的費用，不另行退費。
- 三、清潔保證金及財產保證金於學年住宿結束時全額退費；惟學期結束或退宿前，若未主動向幹部提出清潔檢查，抑或檢查未通過、未於時間內離宿者，將委由清潔公司打掃並不予退還清潔保證金，寢室財產有缺損者，則依缺損之財產價格，由同寢同學共同

負擔，各酌扣財產保證金，多退少補。

四、每學期未按時繳交費用者，記 10 點，經催繳無效，加倍累計點數並通知家長。

五、每學期需繳交網路費，不予退費。

**Article 11** Every semester, the female dormitory pre-collects water and electricity fees and cleaning fees from the residents' tuition and miscellaneous fees. Additionally, a cleaning deposit and a property deposit are collected each academic year.

1. The water and electricity fees are collected at the beginning of each semester. At the end of the academic year, any excess amount will be refunded or additional charges will be collected.
2. The cleaning fee covers the cost of cleaning the dormitory's public areas and will not be refunded.
3. The cleaning deposit and property deposit will be fully refunded at the end of the academic year. However, if residents do not proactively request a cleanliness check from the dormitory staff before the end of the semester or upon moving out, or if they fail the inspection or do not vacate the dormitory on time, a cleaning company will be hired, and the cleaning deposit will not be refunded. If there is any damage to dormitory property, the cost will be shared among roommates based on the value of the damaged property, and the corresponding amount will be deducted from the property deposit. Any excess amount will be refunded.
4. Failure to pay fees on time each semester will result in 10 penalty points. If payment is not made after a reminder, the penalty points will be doubled, and parents will be notified.
5. Internet fees must be paid each semester and are non-refundable.

**第十二條** 宿舍網路使用規定：

- 一、宿舍網路隸屬於學校網路，使用者應遵守計資中心相關使用規範。
- 二、流量限制以單日上傳 4G、下載 7G 為原則。單日流量超過者，將由計資中心進行限速，並於隔日(05:00)回復網路。
- 三、網管室之服務時間由各棟宿舍網管公告。
- 四、嚴禁使用者利用宿舍網路從事任何非法行為，如濫發信件、網路攻擊、侵犯他人隱私以及任何破壞網路正常運作行為等，為維護網路之正常運作，計資中心將立即執行斷網六小時（可連續斷網），嚴重者將處以人工截斷。
- 五、為保護智慧財產權，校園網路禁止使用 P2P 軟體，違者計資中心將阻斷該應用程式。
- 六、宿舍網路皆須註冊才可使用，接好網路線後，請在網址的地方輸入 140.120.4.13 按 enter 進入註冊頁面，詳細的註冊方法請 google 「中興宿舍網路申請」。

**Article 12** Terms of using the dormitory Internet:

1. The dormitory network is part of the school network, and users must comply with the related usage regulations set by the Information and Computer Center.
2. The data limit is set to 4GB for uploads and 7GB for downloads per day. If the daily data limit is exceeded, the Information and Computer Center will reduce the internet speed, and

the normal speed will resume the following day (at 05:00).

3. The service hours of the network management office will be announced by the network administrators of each dormitory building.
4. Users are strictly prohibited from engaging in any illegal activities using the dormitory network, such as spamming, network attacks, invading others' privacy, and any actions that disrupt the normal operation of the network. To maintain network stability, the Information and Computer Center will immediately implement a six-hour internet disconnection (which may be consecutive). Severe violations will result in manual disconnection.
5. To protect intellectual property rights, the use of P2P software is prohibited on the campus network. Violators will have the application blocked by the Information and Computer Center.
6. Registration is required to use the dormitory network. After connecting the network cable, enter 140.120.4.13 in the browser's address bar and press enter to access the registration page. For detailed registration instructions, please search "NCHU dormitory network application" on Google.

**第十三條** 宿舍公用冰箱使用，請依國立中興大學學生宿舍公用冰箱使用管理要點規定，未遵守管理要點者，將記 5 點，屢勸不聽得以累加。

**Article 13** Using the public refrigerator of the dormitory, please follow the NCHU dormitory public refrigerator using management regulations, if you don't follow the management regulations, receive 5 penalty points, and you still don't follow the rules, the penalty points will be accumulated.

**第十四條** 請遵守各棟公共空間使用規範，未遵守規範者，將記 5 點，屢勸不聽得以累加。

**Article 14** Please follow the rules for the use of public spaces in each building. Those who do not follow the rules will receive 5 penalty points, which will be accumulated after repeated persuasion.

**第十五條** 房間內禁止使用會損壞床組及牆面、門窗、地板之膠帶、黏貼鏡、無痕黏土或掛勾等具有黏性之物品，若同學有使用之必要請用無痕掛勾及無痕膠帶，並於退宿清檢時清除乾淨(必須清到無膠痕)，違者依損壞程度扣財產保證金及清潔保證金。

**Article 15** The use of adhesive items such as tape, sticky mirrors, non-marking clay, or hooks that may damage the bed set, walls, doors, windows, or floors is prohibited in the room. If it is necessary for students to use such items, please use non-marking hooks and non-marking tape, and ensure they are removed cleanly (with no adhesive residue) during the room inspection upon checkout. Violators will have their property deposit and cleaning deposit deducted according to the extent of the damage.

**第十六條** 請同學勿將衛生紙/棉/條及廚餘異物倒入馬桶內，以免造成馬桶堵塞，屢勸不聽者，需全寢負擔修繕費用。

**Article 16** Please do not throw toilet paper, sanitary napkins, tampons, kitchen waste, and other things into the toilet to avoid toilet clogging, if you still do it, the room should afford the repair fee.

**第十七條** 各棟電箱請勿擅自開啟，一經發現，整寢室記 10 點處分，屢勸不聽得以累加。

**Article 17** Do not open the electric box without permission. Once discovered, the whole room should receive 10 penalty points, and if you still don't follow the rules, the penalty points will be

accumulated.

**第十八條** 凡未帶寢室鑰匙至警衛室借用鑰匙超過兩次者，該學年第三次起，每次借用都須登記勞動服務一個小時，押金 100 元，須在一週內執行，執行完畢後退還押金。

**Article 18** Residents who do not bring the room key and borrow the key from the guard room more than twice, starting from the third time in the school year, must register for labor service for one hour each time, with a deposit of NT\$100. It must be executed within one week, and the deposit will be refunded after the labor service is executed.

**第十九條** 銷點實施辦法：

- 一、受記點處分的住宿生，應在 7 日內，至女宿服務中心填寫申請表，提出銷點申請，超過 7 日不得申請。
- 二、申請銷點以事件為計算單位完成，申請後須於兩個月內完成銷點程序，若期間無法全數時數服務完畢，則不予以註銷。
- 三、銷 1 點需勞動服務 1 小時，由女宿服務中心指揮並監督住宿生完成勞動服務。
- 四、完成後由女宿服務中心蓋章認證後，才完成銷點。

**Article 19** The way for residents to cancel points:

1. Residents who have points should fill in an application form within seven days. Over seven days the application will not be allowed.
2. The application for point cancellation is completed on an event-by-event basis. After applying, the cancellation process must be completed within two months. If the required hours cannot be fully served within this period, the points will not be canceled.
3. Doing labor service one hour for canceled one point out. The labor service will be assigned by the female dormitory service center.
4. After doing the labor and service center's confirmation, the points will be canceled.

**第二十條** 依學校出納組規定，住宿生須將本人紙本帳戶資料(父母及親友，概不收受)，依規定時間內繳交至各樓層服務委員，並登錄至「學生撥款局帳號登錄系統」(<https://transformers.nchu.edu.tw/accllogin/>)。未完成填寫者及繳交者，學期結束後將無法辦理退費。

**Article 20** According to the regulation of the NCHU division of cashiers, residents should hand in a copy of the post office bankbook to the floor manager at a regulated time. And fill in the information on "NCHU Student Account Registration System". (<https://transformers.nchu.edu.tw/accllogin/>) Those who don't complete it and hand it in as above steps will not be able to get the refund after the end of the semester.

**第二十一條** 進出各棟宿舍出入口時，請隨手關門。若發現有阻擋或破壞門禁系統之情形，記 10 點，並照價賠償，累犯者一律退宿。

**Article 21** Please close the door behind you when you get into or out of the buildings. Residents who break or block the access control will receive 10 penalty points and need to compensate. Students



who ignore the warning should withdraw from the dormitory.

**第二十二條** 其它浪費公共資源、違反公共衛生、違反公共區域使用規則、妨害居住安寧或公共安全之行為者，服務委員得以視情節懲處，情節重大者得予以退宿。

**Article 22** Other acts of wasting public resources, violating public health, violating the rules for using public areas, or endangering living peace or public safety, the service committee may punish according to the circumstances, and those with serious circumstances may be withdrawn from the dormitory.

**第二十三條** 本宿舍公約如有不完備之處，得經女宿服務委員會及女宿服務中心討論通過，送住宿輔導組核備後，公告實施。

**Article 23** Any matters not covered herein shall be discussed and passed by the Female Dormitory Service Committee and the Female Dormitory Service Center. The revised Guideline will be implemented after approval by the Student Housing Service Division and public announcement.