

# 國立中興大學南投宿舍公約及違規處理要點

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

112 年 03 月 17 日南投宿舍管理委員會會議修正  
Amendment of the Nantou Dormitory Management Committee Meeting on March 17, 2023  
112 年 10 月 25 日南投宿舍管理委員會會議修正  
Amendment of the Nantou Dormitory Management Committee Meeting on October 25, 2023

### 第一條

依據中興大學學生住宿輔導辦法特制定本公約，以維護宿舍整體安全，並由南投校區服務中心執行本宿舍公約。本校學生進住學生宿舍應遵守本公約，違反本宿舍公約者，依具體情形處以退宿或斷網處分。

住宿生之違規記點，採一學年累計制。記滿 5 點者，斷網三天；記滿 10 點者，斷網一個星期且通知家長；記滿 15 點者，斷網一個月且當學年及下學年不得再申請住宿；記滿 20 點一律退宿，限期於兩週內搬離，不得異議。

### Article 1

In accordance with the regulations of the Student Housing Counseling of National Chung Hsing University, this covenant is specially formulated to maintain the overall safety of the dormitory and is executed by the Service Center of Nantou Campus. Students of this university who reside in student dormitories shall comply with this covenant. Violators of this dormitory covenant will be subject to eviction or network suspension, depending on the specific circumstances.

The violation points of residents are accumulated on a yearly basis. Accumulating 5 points will result in a three-day network suspension; 10 points will lead to a one week network suspension with parental notification; 15 points will incur a one-month network suspension, and the resident is not allowed to reapply for accommodation in the current and next academic years; accumulating 20 points will result in immediate eviction within two weeks, with no room for objection.

### 第二條

休學、退學等須立即退宿者，限期於一週內搬離，不得異議。

### Article 2

Those who need to immediately move out due to suspension or withdrawal from school must vacate within one week, with no room for objection.

### 第三條

宿舍床位由服務中心分配，住宿生不得拒絕床位安排及調整且禁止私下換床位。如房間分配僅有一人，服務中心考量安全需求，有權利安排更換至其他寢室。

住宿生禁止私下換床位，擅自進住或至他人寢室就寢，違規者記 10 點。

如需更換寢室及床位請洽服務中心，若未事先申請，視同私自換床

位。以下情況經審查通過，可申請換床位：

1. 與室友嚴重生活作息不協調者。
2. 有疾病需他人協調者。
3. 突發個案。

**Article 3** Dormitory bed assignments are made by the Service Center, and residents must not refuse bed assignments or adjustments and are prohibited from privately changing bed positions. If a room is assigned to only one person, the Service Center, considering safety needs, has the right to reassign the resident to another dormitory.

Residents are forbidden from privately changing bed positions, or entering or sleeping in other people's rooms without authorization, and violators will be penalized with 10 points.

To request a change of room or bed, please contact the Service Center. If not applied for in advance, it is considered unauthorized bed changing. The following circumstances, upon approval, allow residents to apply for a bed change:

1. Severe lifestyle conflicts with roommates.
2. Requires coordination due to illness.
3. Emergency cases.

**第四條** 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）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，學期結束後將無法辦理退費。

**Article 4** According to the regulations of the school's cashier department, residents must submit their paper account information (parents and relatives are not accepted) to the floor service committee and register it on the "Student Disbursement Bureau Account Registration System" (<https://transformers.nchu.edu.tw/accllogin/>). Failure to complete this will result in the inability to process refunds after the semester ends.

**第五條** 蓄意破壞門禁系統者，立即退宿，並照價賠償。

**Article 5** Intentional damage to the access control system will lead to immediate eviction and compensation according to the actual cost.

**第六條** 禁止在宿舍區域內打球，違者記5點。

**Article 6** Playing ball is prohibited in the dormitory area, and violators will be penalized with 5 points.

**第七條** 住宿生如忘帶學生證（房卡），可告知管理中心，請管理員或保全協助以備用房卡開門，如向管理中心借用寢室備份房卡開門，惟須於借用開門後1小時內歸還，若逾時未還，違者記5點，如學生證遺失，於補辦學生證前，得先向管理中心借用臨時卡，並於取得新學生證後立即

歸還。

**Article 7** If residents forget to bring their student ID (room card), they can inform the management center, and the administrator or security will assist in using a spare card to open the door. If borrowing a backup card from the management center, it must be returned within 1 hour. Failure to return on time will result in a penalty of 5 points. In case of a lost student ID, residents can temporarily borrow a card from the management center before obtaining a new student ID, and it must be returned immediately after receiving the new ID.

**第八條** 夜間12時過後，宿舍區域內應保持輕聲，輕聲作業，以不影響他人為準則。屢勸不聽，違者記10點。

**Article 8** After midnight, residents should maintain a quiet environment in the dormitory area to avoid disturbing others. Continuous refusal to comply will result in a penalty of 10 points.

**第九條** 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；南投校區服務中心值勤公務不在此限，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。

**Article 9** Unauthorized opening of others' rooms, drawers, or wardrobes is strictly prohibited. Any theft-related behavior will be punished according to the severity of the situation. The Service Center on the Nantou campus, while on official duty, is not restricted by this and has the right to enter residents' rooms within the scope of official duties, and residents are not allowed to object.

**第十條** 宿舍區域內嚴禁吸菸、賭博、飲酒，包含陽台、房間外走廊、樓梯間、房間內、曬衣場，違者斷網一天；酒醉滋事及鬥毆者，立即退宿。

**Article 10** Smoking, gambling, and drinking are strictly prohibited in the dormitory area, including balconies, corridors outside rooms, stairwells, rooms, and laundry areas. Violators will face a one-day network suspension. Those who cause disturbances while intoxicated or engage in fights will be immediately evicted.

**第十一條** 宿舍區域內禁養動物，包含狗、貓、兔、昆蟲、魚類、禽類、嚙齒類、兩生類、爬蟲類及珍奇動物。且公共區域及寢室女兒牆禁止私自放置盆栽，違者記5點，未改善者，得連續記點。

**Article 11** Keeping pets is prohibited in the dormitory area, including dogs, cats, rabbits, insects, fish, birds, rodents, amphibians, reptiles, and exotic animals. Private placement of potted plants in public areas and room walls is also prohibited. Violators will be penalized with 5 points, and continuous violations will result in consecutive penalty points.

**第十二條** 住宿生須共同維護宿舍清潔，並做好垃圾分類，違者記5點。若垃圾未丟置於指定區域內，違者記10點。

**Article 12** Residents must collectively maintain dormitory cleanliness and properly

classify garbage. Violators will be penalized with 5 points. Failure to dispose of garbage in the designated area will result in a penalty of 10 points.

**第十三條** 房間內禁止使用煤油爐、瓦斯爐等火具且勿攜入危險物品，違者退宿。

**Article 13** The use of coal stoves, gas stoves, and other fire tools in rooms is strictly prohibited. Violators will be evicted.

**第十四條** 房間內禁止使用私人電鍋、電磁爐、快煮鍋、電視、電熨斗、烤箱、冰箱、電暖爐及其他500瓦以上之高功率電器(除吹風機、電腦設備、經服務中心核准發證之冰箱外)，違者視情節議處。冷氣機為冷暖型，如需暖氣或除濕請直接開啟冷氣。

**Article 14** The use of personal electric cookers, induction cookers, rapid cookers, televisions, irons, ovens, refrigerators, electric heaters, and other electrical appliances with a power rating exceeding 500 watts (except for hair dryers, computer equipment, and refrigerators-approved and certified by the Service Center) is prohibited in rooms. Violators will be dealt with according to the severity of the situation. Air conditioners are of the cooling and heating type, and if heating or dehumidification is needed, residents should directly turn on the air conditioner.

**第十五條** 未經許可，不得擅自占用公共設備及插座、逕行拔除公共設備或緊急逃生設備之插頭，違者記10點，情節嚴重者依校規處理。

**Article 15** Without permission, residents are not allowed to occupy public facilities, use electrical outlets without authorization, remove plugs from public facilities, or tamper with emergency evacuation equipment. Violators will be penalized with 10 points, and those with severe circumstances will be handled according to school regulations.

**第十六條** 禁止破壞公物，違者視情節議處，並照價賠償。

**Article 16** Destroying public property is strictly prohibited. Violators will be dealt with based on the severity of the situation, and compensation will be required.

**第十七條** 走廊、飲水機與電線盤架及其他公共區域請勿放置任何物品，違者記5點，未清理者，一律以廢棄物處理。

**Article 17** Corridors, water dispensers, cable racks, and other public areas should not have any items placed. Violators will be penalized with 5 points, and if not cleared, all items will be treated as waste.

**第十八條** 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、小便斗、排水孔，違者記5點。

**Article 18** Food residues (such as tea leaves, instant noodles, fruit peels, etc.) must not be poured into water dispensers, sinks, toilets, urinals, or drain holes. Violators will be penalized with 5 points.

**第十九條** 宿舍區域內禁止擅自宣傳或發放、張貼傳單，違者記5點。欲張貼者，須先至服務中心蓋章核准，再將海報張貼於指定區域。

**Article 19** Unauthorized promotion, distribution, or posting of flyers in the dormitory area is prohibited. Violators will be penalized with 5 points. Those who want to post must obtain approval and a stamp from the Service Center before posting posters in designated areas.

**第二十條** 宿舍區域內走廊上禁止使用自行車、機車、滑板、直排輪...等代步工具（輪椅不在此限），違者記5點。

**Article 20** The use of bicycles, scooters, skateboards, rollerblades, etc., in dormitory corridors is prohibited. (Wheelchairs are exempt from this restriction.) Violators will be penalized with 5 points.

**第二十一條** 南投校區服務中心區域宿舍可同時停放腳踏車及機車，目前停車區域足夠，尚不用申請停車證。

未來如停車區域有限開始實施腳踏車停車證制度，僅能二擇一申請。相關停放規定，依學生宿舍自行車及腳踏車管理辦法訂定之：

1. 宿舍之住宿生享有申請車證停車之權利，唯限申請自己之車輛，且每人只得申請一車證（腳踏車、機車擇一），額滿為限。若經發現申請人為代人申請，或長期未停放申請人車輛之車位，住宿期間一律取消該享有之權利。
2. 未申請到車證之住宿生，其腳踏車與機車禁止停放於宿舍區內，違規者一律貼單上鎖。
3. 車輛使用人應將腳踏車或機車整齊停放於自屬之車架（位）上，未於規定位置張貼對號車證之車輛均屬違規一律上鎖。
4. 違規停車之處分方式為：違規者收取違規金 100 元，累犯者加記 5 點(可以累記)，另可於當學期以一小時的勞動服務，領回違規金，如未領回，將繳回校務基金。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。
5. 毀損或藏匿南投校區服務中心掌管之車鎖，或令其不堪用者，除須照價賠償外，強制收回車證，且該學年度不再配證，並得記 10 點。
6. 嚴禁汽車、未張貼當年度車證之機車與自行車進入宿舍停放，違者一律上鎖，不得有議。
7. 宿舍區域內嚴禁連按喇叭及飆車、蛇行、逆向等危險行為，違者記 10 點。
8. 腳踏車需行駛相對應車道，違者記 5 點，累犯者將收回車證，且當學年度不再配證。
9. 宿舍區域內嚴禁洗車及更換機油，違者記 5 點。
10. 有換領車證或其他需求可向服務中心提出，申請核可後，通知住宿生隔日起保留 5 天工作天，逾期未領取者應重新申請。

**Article 21** For parking bicycles and scooters in the Nantou campus Service Center area, no parking permit is currently required as the parking area is sufficient.

If a parking permit system is implemented in the future due to limited parking space, residents can only choose one type of permit (bicycle or scooter).

The regulations for parking are established in the Student Dormitory Bicycle and Scooter Management Rules:

1. Dormitory residents have the right to apply for a parking permit, limited to their vehicle, and each person can only apply for one permit (either for a bicycle or scooter), subject to availability. If it is discovered that the applicant applied on behalf of someone else or has not used the parking space for an extended period, the right will be canceled for the entire accommodation period.
2. Residents who have not applied for a permit are prohibited from parking bicycles and scooters in the dormitory area. Violators will be ticketed and locked.
3. Vehicle users must park bicycles or scooters neatly on their designated racks. Vehicles without the assigned parking permit displayed in the correct location will be locked.
4. Penalties for illegal parking are as follows: a fine of NT\$100 for violators, with an additional 5 points for repeat offenses(accumulative), and offenders can reclaim the fine by performing one hour of labor service during the semester. If the fine is not claimed, it will be deducted from the school fund. If a resident accumulates three or more violations in the academic year, the parking permit will be immediately revoked, and reapplication is not allowed within the same academic year.
5. Damaging or concealing the bike lock under the jurisdiction of the Nantou Campus Service Center, or rendering it unusable, requires compensation and the confiscation of the parking permit. Additionally, the resident will not be eligible for a parking permit for the rest of the academic year and will be penalized with 10 points.
6. Motor vehicles and motorcycles without the current year's parking permit are strictly prohibited from entering the dormitory parking area. Violators will be locked out without further notice.
7. Honking, reckless driving, drifting, driving in the wrong direction, and other dangerous behaviors are strictly prohibited in the dormitory area. Violators will be penalized with 10 points.
8. Scooters must travel in the corresponding lanes. Violators will be penalized with 5 points, and repeat offenders will have their parking permits revoked for the remainder of the academic year.
9. Washing cars and changing oil in the dormitory area is strictly prohibited. Violators will be penalized with 5 points.
10. Residents with needs such as obtaining a parking permit can apply to the Service Center. After approval, residents will be notified to pick up the permit within 5 working days, and if not collected within the specified period, a new application must be submitted.

**第二十二條** 南投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。

1. 水、電費於每學期初收取，學年末統一退費，多退少補。
2. 清潔費係為宿舍公共區域打掃的費用，不另行退費。
3. 學期結束後經服務委員清潔檢查未通過者及未依規定時間搬離宿舍者，予以扣除清潔保證金，並委由清潔公司進行清理，清潔保證金將支付清潔公司清理費用。
4. 財產保證金視當學期離宿寢室財產檢查狀況退費，如為個人使用之損毀，由住宿同學個人負賠償責任，若為共同使用區域，由同寢同學共同賠償。

**Article 22** The Nantou dormitory collects water and electricity fees and cleaning fees in the student accommodation fees each semester. It also collects a cleaning deposit and a property deposit annually.

1. Water and electricity fees are collected at the beginning of each semester and refunded at the end of the academic year, with adjustments for overpayment or underpayment.
2. The cleaning fee is for the cleaning of public areas in the dormitory and will not be refunded separately.
3. After the end of the semester, if a resident fails the cleaning
4. inspection conducted by the service committee or does not move out of the dormitory within the specified time, the cleaning deposit will be deducted. A cleaning company will be commissioned to clean, and the cleaning deposit will cover the cleaning expenses.
5. The property deposit will be refunded based on the condition of the room during the semester's departure inspection. If damage is due to personal use, the resident is responsible for compensation. If the area is a shared space, compensation will be a joint responsibility of the roommates.

**第二十三條** 宿舍網路使用規定

1. 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。
2. 流量限制以單日流入(IN)與流出(OUT)皆不超過 4GB 為原則。單日流量超過者，將由計資中心進行限速，並於 05:00 回復網路。
3. 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之行為等，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。
4. 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。
5. 如必須架設分享器，向網管提出申請並同意架設規則，經審查通過確有必要者，網管方得協助架設。

**Article 23** Dormitory Internet Usage Regulations

1. Dormitory internet is part of the school network, and users must adhere to the relevant regulations set by the Computing and Information Service Center.
2. The traffic limit is a principle that both daily incoming (IN) and outgoing (OUT) traffic should not exceed 4GB. Exceeding this limit will result in speed restrictions by the Computing and Information Service Center, with normal network recovery at 05:00.
3. Users are strictly prohibited from engaging in any illegal activities using the
4. dormitory internet, such as spamming, cyber-attacks, invasion of privacy, and any acts that disrupt the normal operation of the network. To maintain the normal operation of the network, the Computing and Information Service Center will immediately implement a six-hour network suspension (which can be consecutive), and severe violations may lead to manual disconnection.
5. To protect intellectual property rights, the use of P2P software on the campus network is prohibited. The Computing and Information Service Center will block such applications.
6. If it is necessary to set up a router, an application
7. must be submitted to the network administrator, and approval and compliance with the installation rules are required. If deemed necessary after review, the network administrator may assist in the installation.

**第二十四條** 宿舍設立公用冰箱，須依冰箱管理要點存放，未依規定者進行斷網一天，違規物品予以清除。

**Article 24** Dormitories are equipped with communal refrigerators, and residents must follow the refrigerator management guidelines for storage. Failure to comply with the regulations will result in a one-day network suspension, and any unauthorized items will be removed.

**第二十五條** 銷點實施辦法

1. 受記點處分的住宿生，應在 7 日內，於南投宿舍服務中心領取並填寫申請表，提出銷點申請，超過 7 日不得申請。
2. 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。
3. 銷 1 點需勞動服務 1 小時，由南投宿舍服務中心指揮並監督住宿生完成勞動服務
4. 完成後由南投宿舍服務中心蓋章認證後，才完成銷點。

**Article 25** Point Reduction Implementation Measures:

1. Residents receiving penalty points must, within 7 days, visit the Nantou dormitory service center to obtain and fill.
2. out an application form for point reduction. Applications submitted after



7 days will not be accepted.

3. The calculation unit for completing the point reduction process is based on individual incidents. Residents must complete the point reduction process within two months of application. If it is impossible to complete the required service hours during this period, the application will be denied.
4. One point reduction requires one hour of labor service, supervised and directed by the Nantou dormitory service center.

**第二十六條** 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 26** Any other behaviors that waste public resources, violate public hygiene, contravene public area usage rules, disrupt residential tranquility, or pose threats to public safety may be subject to disciplinary action by the service committee. In cases of severe circumstances, eviction may be considered.

**第二十七條** 本宿舍公約如有不完備之處，得經南投校區服務中心討論通過，送住宿輔導組核備後，公告實施。

**Article 27** If there are any inadequacies in this dormitory agreement, after discussion and approval by the Nantou campus service center, it will be submitted to the accommodation guidance unit for verification. After verification, it will be publicly announced and implemented.