

國立彰化師範大學學生宿舍生活公約及違規處理要點

National Changhua University of Education Student Dormitory Regulations and Violation Handling Guidelines

本增訂條文係經 83.5.18 公聽會討論通過
本增訂條文係經 83.6.20 行政會議通過
本增訂條文係經 97.12.3 行政會議修正通過
本標準係經 101.1.4 行政會議修正通過
本標準係經 104.11.4 行政會議修正通過
本標準係經 104.12.1 學生事務會議修正通過
本標準係經 105.12.22 學生事務會議修正通過
本標準係經 106.6.15 學生事務會議修正通過
本標準係經 107.6.22 學生事務會議修正通過
本要點係經 109.1.15 學生事務會議修正通過
本要點係經 109.4.10 學生事務會議修正通過
本要點係經 109.7.23 學生事務會議修正通過
本要點係經 110.6.15 學生事務會議修正通過
本要點係經 111.6.14 學生事務會議修正通過
本要點係經 111.12.27 學生事務會議修正通過
本要點係經 113.12.25 學生事務會議修正通過

- 一、為維護宿舍安全及秩序，依據本校「學生宿舍管理作業規定」訂定本要點，但其他法規另有規定者，從其規定。

In order to maintain dormitory safety and order, these guidelines are established based on the "Regulations of Student Dormitory Management and Operation" of the university. However, if other regulations have separate provisions, those shall prevail.

- 二、住宿學生對宿舍區(含宿舍前廣場及宿舍周邊停車棚、資源回收區)(以下簡稱宿舍區)一切公物設備均負有維護與保管之責任並有責任共同維護宿舍安寧與環境清潔衛生。

Residents are responsible for the maintenance and care of all public facilities and equipment within the dormitory area (including the dormitory front plaza, parking areas around the dormitory, and resource recycling areas, hereinafter referred to as the dormitory area). They are also responsible for collectively maintaining dormitory tranquility and environmental cleanliness.

三、宿舍生活公約 Student Dormitory Regulations

(一) 進出宿舍應依規定刷卡。

Entering and exiting the dormitory must be done by tapping your card, in accordance with the regulations.

(二) 寢室內個人物品應收放整齊，保持清潔，不得於公共空間亂曬衣物、堆放個人物品、雜物或垃圾，製造髒亂，影響室友進出及生活品質。

Personal items in the bedroom should be neatly stored, and cleanliness should be maintained. Clothes should not be randomly hung in public spaces, and personal items such as miscellaneous items and garbage should not be piled in public spaces, causing disorder and affecting roommates' access and quality of life.

(三) 應尊重室友生活之差異性，夜間12點至上午6點應關大燈，開小燈，輕聲作業，以免干擾同學睡眠。

Respect for the diversity of roommates' lives is required. From 12 a.m. to 6 a.m., the main lighting should be turned off, and resort to a desk lamp or bedside lamp if

necessary. Activities should be conducted quietly to avoid disturbing fellow roommates' sleep.

- (四)** 不得帶異性或非該宿舍住宿生進入非宿舍開放交流區域，或進入開放交流區域逾時停留。

Bringing members of the opposite sex or non-residents of the dormitory into non-open dormitory exchange areas or staying in these areas beyond the permitted time is prohibited.

- (五)** 宿舍區應節制音量，不得喧嘩、吵鬧，以免影響宿舍安寧。

Noise levels in the dormitory area should be controlled, and loud disturbances should be avoided to maintain dormitory tranquility.

- (六)** 不得在宿舍區鬥毆、賭博、抽菸。

Fighting, gambling, playing mahjong, and smoking are not allowed in the dormitory area.

- (七)** 不得攜帶下列違禁品進入宿舍

1. 「槍砲彈藥刀械管制條例」所稱槍砲、彈藥、刀械。
2. 「毒品危害防制條例」所稱各級毒品。
3. 非學習使用之化學製劑或其他危險之化學物品。

Prohibited items in the dormitory:

- (1) Firearms, ammunition, and knives as defined by the "Controlling Guns, Ammunition and Knives Act"
- (2) All levels of narcotics as defined by the "Narcotics Hazard Prevention Act."
- (3) Chemical substances or other dangerous chemicals not intended for academic use.

- (八)** 不得在宿舍內擅接電源及改變電路。

Unauthorized connection to power sources and altering electrical circuits in the dormitory is prohibited.

- (九)** 不得使用非規定之500W(含)以上電器用品及易燃物品，或在宿舍區（各舍指定開放空間除外）煮食。

The use of electrical appliances with a power rating exceeding 500W and flammable items is not allowed in the dormitory area (excluding designated open spaces for each dormitory).

- (十)** 垃圾應丟置於規定位置並分類，不得將雜物、廚餘丟入飲水機水槽、排水孔、馬桶或小便池，以防淤塞。

Garbage should be disposed of in the designated locations and sorted accordingly. Do not throw miscellaneous items or kitchen waste into water dispensers, drains, toilets, or urinals to prevent blockages.

- (十一)** 應節約用水，使用後應將水源關緊。

Water should be used conservatively, and water sources should be turned off after use.

- (十二)** 盥洗室、浴室、交誼廳、學習專區及其他公共空間之公共設施應保持整潔，並愛護使用。

Restrooms, bathrooms, lounges, study areas, and other public spaces' facilities should be kept clean and used with care.

- (十三)** 夜間12點至上午6點不得使用洗衣機、烘衣機及脫水機。

From 12 a.m. to 6 a.m., the use of washing machines, dryers, and spin dryers is prohibited.

- (十四)** 進入公共空間衣著應保持整齊，最後離開者，應將電燈、電視、電風扇、冷氣等電源關閉，並將場地復原。

When entering public spaces, attire should be neat. Those who are the last to leave should turn off electrical appliances such as lights, TVs, electric fans, and air conditioners, and restore the area to its original condition.

(十五) 會客以在交誼廳為原則。會客時談話應保持輕聲，禁止喧嘩。

Meetings with guests should primarily take place in the lounge. During visits, conversations should be conducted quietly, and loud noises are prohibited.

四、違規處理原則 Violation Processing Principles：

- (一) 住宿生在住宿區之違規行為，除依情節處以宿舍區勞動服務、記點或退宿處分外，如亦觸犯校規者並依學生獎懲辦法辦理，經核定記大過以上處分者，併處撤銷在學期間住宿權。

For violations in the dormitory area, dormitory-related labor service, demerits, or eviction may be imposed based on the severity of the violation. If the violation also breaches university regulations and results in a disciplinary action of major offense or above, the right to reside in the dormitory may be revoked.

- (二) 勞動服務項目與時數由宿舍輔導人員及學生宿舍生活促進會自治幹部(以下簡稱宿舍幹部)依違規情節輕重共同議定之。

The tasks and hours of labor services are jointly determined by dormitory counselors and officers from the Student Dormitory Life Enhancement Association (hereinafter referred to as dormitory officers) based on the severity of the violation.

- (三) 住宿生須於退宿日前辦理退宿手續並搬離宿舍，逾公告期限未完成者，扣除宿舍保證金，逾 5 日仍未退宿者，宿舍幹部得會同住宿組人員將其私人物品打包集中暫放儲藏室，且不負保管責任，再逾 5 日仍未領回者，則視同廢棄物處理並取消退宿日起算一年內住宿權。

Residents are required to complete the check-out procedures and vacate the dormitory prior to the designated check-out date. Failure to comply by the announced deadline will result in a deduction from the dormitory deposit. If a resident fails to check out within five days after the deadline, dormitory officers, in coordination with Housing Service Section personnel, may pack and temporarily store the resident's personal belongings in a designated storage area, without assuming responsibility for safekeeping. If the belongings remain unclaimed after an additional five-day period, they will be deemed abandoned and disposed of accordingly. Furthermore, the resident's eligibility to apply for dormitory accommodation within one year from the check-out date will be revoked.

- (四) 記點採一學年累計制，記滿 10 點者，勒令退宿，並視情節限期最慢於七日內(含例假日)搬離，已繳住宿相關費用概不退費，併處取消退宿日起算一年內住宿權。

Point deduction is accumulated on an annual basis. When the cumulative violation points reach 10 points, eviction will be ordered, and the student must move out within the specified period, not exceeding seven days (including holidays). No refund of dormitory-related fees will be provided, and the right to reside in the dormitory will be revoked for a period of one year from the eviction date.

- (五) 記滿 20 點者，勒令退宿，並視情節限期最慢於七日內(含例假日)搬離，已繳住宿相關費用概不退費，併處取消退宿日起算二年內住宿權。

When the cumulative violation points reach 20 points, eviction will be ordered, and the student must move out within the specified period, not exceeding seven days (including holidays). No refund of dormitory-related fees will be provided, and the right to reside in the dormitory will be revoked for a period of two years from the eviction date.

- (六) 違規行為之處理，除依照本要點所列外，得依學生個人行為之動機、手段、態度及目的等情形，酌量減輕處分。

In addition to the provisions in these guidelines, the handling of violations may be

adjusted based on the student's motives, methods, attitudes, and objectives, among other factors.

- (七) 為維護宿舍公共安寧、公共衛生及公共安全，住宿生在非住宿區之行為，如由宿舍幹部、導師、系輔導教官或宿舍輔導人員，提出「不適合宿舍之團居生活」建議，經簽奉校長核准後，得通知該住宿生退宿，並得依規定辦理相關退費。

To maintain the public order, hygiene, and safety of the dormitory, if a student's behavior outside the dormitory area is deemed unsuitable for communal living by dormitory officers, mentors, department advisors, or dormitory counselors, and is approved by the university president, the student may be notified to move out, and relevant refund procedures may be carried out.

- (八) 基於維護宿舍安全，經發現或遭人舉報宿舍區有影響安全事項，需進入寢室查證時，應由二位以上住宿學生代表陪同，並全程錄影保存至少三年備查。

To ensure dormitory safety, when investigating or verifying issues affecting safety in the dormitory area, if entry into a dormitory room is necessary, it should be accompanied by at least two dormitory student representatives. The entire process should be recorded and kept on file for at least three years.

五、違規記點、申訴及銷點程序 Violation Point Record, Appeals, and Point Removal Procedures：

- (一) 住宿生在住宿區之違規行為經宿舍輔導人員及宿舍幹部查證屬實並填寫違規記點單，經當事人確認簽章後，送學生事務處裁定後予以記點列管。

When a dormitory resident's violation is verified by dormitory counselors and dormitory officials and documented in a violation point record, the involved party must confirm by signing the document. Afterward, it is submitted to the Office of Student Affairs for a decision, and the corresponding points are recorded.

- (二) 受記點處分，認為違法或不當，致損害其權利或利益，且有具體事證者，得依「本校學生申訴處理辦法」，於收到或接受處分之次日起三十日內，以書面向本校申評會提起申訴。

If a resident disagrees with the point assignment and believes it to be unlawful or inappropriate, causing harm to their rights or interests, and there is concrete evidence, within thirty days from the day after receiving or accepting the penalty, they may file a written appeal with the university's Student Appeals Committee in accordance with the "Student Complaint Handling Procedures" of the university.

- (三) 記點累計9點(含)以下且深具悔意者，得於記點後七日內提出宿舍勞動服務銷點申請，經宿舍輔導人員認證簽核，最高單次可抵銷5點，記1點需服務2小時。

Residents who have accumulated 9 or fewer demerit points and demonstrate genuine remorse may apply for point removal through dormitory labor service within seven days of the infraction.

Upon endorsement by dormitory counselors, a single application may offset up to 5 points. Each point requires 2 hours of labor service.

- (四) 經違規處以勞動服務者，應於當學期結束前執行完畢，未執行完畢者每2小時改記1點，不足2小時者以1點計。

Those assigned labor service as a result of violations must complete the required service by the end of the current semester. Failure to do so will result in 1 demerit point being recorded for every 2 hours of incomplete service; incomplete service of less than 2 hours will still be counted as 1 point.

六、違規記點標準 Violation Point Deduction Criteria：

- (一) 住宿行為有下列情形者記20點

20 points will be deducted for the following behaviors during accommodation in the

dormitory:

- 1.蓄意破壞公物，含惡意操作洗衣機、烘衣機、販賣機、磁力門或公共設施等設備者。違規行為除記點外並應賠償修復之價金。
- 2.賭博、喝酒滋事、鬧事、鬥毆，竊盜、攜帶違禁品、行為觸犯公共危險及公共安全等情節重大者。
- 3.未經核准私自住校或轉讓床位者。該寢室住宿生知情，隱匿不報者，每人記5 點。
- 4.擅自帶異性進入寢室。
- 5.違反性別平等教育相關法令規定，情節嚴重者。
- 6.施放煙火、爆竹及烤肉等易造成公共危險之行為者。
- 7.私接冷氣機線路者，該寢室全部住宿生一併核處。

- (1)Deliberate destruction of public property, including malicious operation of washing machines, dryers, vending machines, magnetic doors, public facilities, etc. In addition to receiving violation points, the individual should compensate for the cost of repair.
- (2)Gambling, causing trouble while drinking, fighting, theft, carrying prohibited items, engaging in behavior that poses public danger, and jeopardizing public safety. Serious cases will result in violation points.
- (3)Staying on campus without approval or transferring the assigned bed in the dormitory without permission. If roommates are aware of this and fail to report it, each person will receive 5 violation points.
- (4)Bringing members of the opposite sex or non-residents of the dormitory into the dorm room without permission.
- (5)Violating laws and regulations related to gender equality education, especially in severe cases.
- (6)Engaging in activities such as setting off fireworks, firecrackers, or barbecues, which can cause public danger.
- (7)If an air conditioner is connected to the electrical system without authorization, all residents of the room will be held jointly accountable.

(二) 住宿行為有下列情形者記10點。

10 points will be deducted for the following behaviors during accommodation in the dormitory:

- 1.住宿行為違反校規經核定記過以上處分者。
- 2.在宿舍區吸菸(含電子煙等類菸品、加熱菸)違反本校禁菸規定者，除依本要點辦理外，並依本校學生菸害管理相關規定辦理。
- 3.違反性別平等教育相關法令規定，情節較重者。

1. Violating accommodation regulations, resulting in disciplinary penalties above (and including) demerits.
2. Smoking (including electronic cigarettes, heated tobacco, and other tobacco-related products) in the dormitory area in violation of the university's smoking ban; in addition to handling based on these guidelines, actions will be taken according to the university's Tobacco Hazards Prevention Act.
3. Violating gender equality education-related laws and regulations with more severe circumstances.

(三) 住宿行為有下列情形者記8點。

8 points will be deducted for the following behaviors during accommodation in the

dormitory:

1.除吹風機、手機、電腦週邊器材外，擅自在宿舍區使用私人電冰箱、微波爐、電爐、烤箱、電鍋、電暖器、電視、錄放影機、電暖氣毯、500W（含）以上電器設施，或在宿舍區（各舍指定開放空間除外）炊煮者。

2.擅自改裝電線者。

3.擅自帶異性進入非宿舍開放交流區域者。

4.擅自帶非該宿舍住宿生進入寢室或非宿舍開放交流區域者。

5.擅自帶異性或非該宿舍住宿生進入宿舍開放交流區域逾時者。

1. Using personal appliances such as refrigerators, microwaves, electric stoves, ovens, electric pots, electric heaters, televisions, VCRs, electric blankets, or electrical facilities of 500W or above for cooking in the dormitory area without authorization, except for designated open spaces in each dormitory. However, exceptions such as hair dryers, cellphones, and computer-related equipment are allowed.
2. Unauthorized modification of electrical wiring.
3. Unauthorized entry of a member of the opposite gender into non-designated dormitory areas.
4. Allowing non-residents of the dormitory to enter rooms or remain in open communication areas beyond the permitted time.
5. Allowing individuals of the opposite gender or non-residents of the dormitory into dormitory open communication areas beyond the permitted time.

（四）住宿行為有下列情形者記5點。

5 points will be deducted for the following behaviors during accommodation in the dormitory:

1.在宿舍區飼養寵物或餵食流浪動物者。

2.宿舍幹部執行任務時，對宿舍幹部態度惡劣、口出惡言或蓄意妨礙宿舍幹部執行公務者。

3.非經宿舍幹部允許擅自拿走公物者，違規行為除記點外並應返還公物；未能返還，應依價金賠償。

4.未事先申請獲准，即私自更換寢室者。

5.私自將學生證或學生宿舍臨時門禁卡借予他人使用，或偽造、變造者。

6.私自使用他人網路設備、佔用IP或造成他人網路問題者。

1. Keeping pets or feeding stray animals in the dormitory area.
2. Displaying a disrespectful attitude, using offensive language, or deliberately obstructing dormitory officials during the execution of their duties.
3. Taking public property without permission; besides point penalties, the return of the item is required. Failure to return the public property will result in compensation based on the item's value.
4. Changing dormitory rooms without prior approval.
5. Unauthorized lending, forging, altering, or copying of a student ID or temporary dormitory access card, including any associated data.
6. Using someone else's network equipment, occupying IP addresses, or causing network issues for others.

（五）住宿行為有下列情形者記3點。

3 points will be deducted for the following behaviors during accommodation in the

dormitory:

- 1.在宿舍區喧鬧、音量太大、妨礙他人者。
- 2.擅自於寢室內、公共區域亂曬衣物、堆放個人物品、雜物或垃圾，製造髒亂，影響他人進出及生活品質者。違規行為除記點外並應限期改善。
- 3.未依規定處理垃圾、廚餘、資源回收物者。

1. Creating noise or disturbance in the dormitory area.
2. Disorderly drying clothes, piling personal items, clutter, or garbage in dormitory rooms or common areas, affecting the entry and quality of life of others. Violations should be corrected within a specified period.
3. Failure to handle garbage, kitchen waste, or recycling materials according to regulations.

(六) 其他影響宿舍秩序、安寧、衛生、安全及違反性別平等教育相關法令規定等事項，得依違規情節輕重予以記點。

Other behaviors affecting dormitory order, serenity, hygiene, safety, and violations of gender equality education-related laws may be penalized with points based on the severity of the violation.

七、本要點如有不足之處，得由各宿舍生活促進會訂定各宿舍生活公約補充之，惟各宿舍生活公約須經該宿舍居民大會討論通過後施行且不得牴觸本要點。

In case of inadequacies of the guidelines, the Student Dormitory Life Enhancement Association of each dormitory may supplement the dormitory life agreement. However, the dormitory life agreement must be discussed and approved by the residents' meeting of that dormitory before implementation and must not contradict these guidelines.

八、本要點經學生事務會議通過，陳校長核定後施行，修正時亦同。

These guidelines, approved by the Student Affairs Council and endorsed by the university president, will be implemented upon approval. Amendments will follow the same procedure.