

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
108.11.13 女生宿舍服務委員會會議修正
109.06.24 女生宿舍服務委員會會議修正

第一條 為維護宿舍安寧安全，由女宿服務委員執行本宿舍公約。違反本宿舍公約者，依具體情形處以退宿或記點處分。記滿 15 點者只能住滿這學期，爾後不得再申請住宿。記滿 20 點一律退宿，於兩週內搬離，不得異議。休學、退學等須立即退宿者，限期於一週內搬離，不得異議。(詳見女生宿舍違規處理要點)

Article 1 The committee member of the Female Dormitory Service Committee is responsible for implementing the rules to maintain the safety and quietness of the dormitory. Students who violate the rules should withdraw from the dormitory or receive penalty points according to the situation. 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. No objection will be accepted. (Please refer to the "Punishment Guidelines against the Rules of Female Dormitory" for further details).

第二條 住宿生如欲更換寢室，可先和欲更換之寢室協調，經兩寢室友所有人簽名同意後，經樓層服務委員簽名後交至服務中心，經核准後於 3 日內完成搬遷，逾期不候，寢室更換以一次為限。如因受傷導致行動不便者，可攜帶證明至女宿服務中心申請暫住恢復室。禁止私下更換寢室，違者將記 15 點處分，並罰勞動服務 1 小時。

Article 2 If a resident of the dormitory wants to change her room; she can coordinate with the resident of the room she wants to move to, and acquires the consents and signatures of all room members from both rooms. After the service committee member signs the dorm-changing application form and gets approval from the service center, the resident can change her room immediately. The room change will not be effective if both parties fail to complete the process within 3 days. Each resident can only apply for change once. If a resident becomes handicapped due to serious injuries, she can carry a valid certificate and apply for staying at the recovery room at the service center of the female dormitory. All residents should not change rooms without the approval of the service center. Students who violate this rule will get 15 penalty points and a punishment by 1 hour of labor service.

第三條 禁止在女宿內或公共區域走道上打球。

Article 3 Ball playing in the female dormitory or on the corridors in public areas is prohibited.

第四條 離宿時請在規定時間內將宿舍清掃乾淨，違者將委由清掃公司打掃，並不予退清保證金。

Article 4 Dormitories should be cleaned up at the end of the semester in the designated period of time. Rooms of the violators will be cleaned up by the housekeeping company, and the violators will not receive her cleaning deposit.

第五條 女宿海報張貼規定：各社團欲在女宿張貼海報，每張海報需於女宿服務中心蓋章後才可張貼，只有女宿門口內之公告欄可以張貼，張貼時間以一週為限，任何違規的海報均無異議撕除。

Article 5 Regulations of posting posters in the female dormitory: If clubs wants to put up posters in the female dormitory, each poster should be posted after the service center of the female dormitory put a stamp on it. Also, posters can only be put up on the bulletin board at the gate of the dormitory. Posters can only be posted for one week. Any violation of this regulation will be removed, and no objection will be accepted.

第七條 女宿停車採一人一車制，自行車或機踏車擇一，並貼上女宿停車證，若未依規定貼有停車證，則上鎖並繳交違規金 100 元，或違規金可換以宿舍區內之勞動服務一小時折抵，並應於當學期完成勞動服務。(相關規定詳見學生宿舍自行車及機踏車管理辦法)

Article 7 Each resident of the female dormitory has a parking lot for a bicycle or a scooter. Residents shall attach the parking license issued by the dormitory to/onto their bicycle or scooter. If the parking license is not attached to the vehicle, the scooter or bicycle will be locked up. The owner will be fined NTD100, or need to complete an hour labor service. (Please refer to "National Chung Hsing University Guidelines for Management of Bicycles and Motorcycles in the Dormitory" for further details)

第八條 考試期間或夜間遲歸之住宿生，可行走學校規劃夜間之安全走廊路線。

Article 8 Residents can take the safety corridor arranged by the University during the period of examinations or when returning late to the dormitory.

第九條 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 9 Respect different living styles of the roommates. If resident needs to do homework late at night, turn off the main light and turn on the lamp after 12:00 A.M and act gently. Also, it will be better to sleep early to stay healthy.

第十條 宿舍大門門禁時間為夜間 12 點半至早上 6 點，進出者須刷卡進出。

Article 10 Curfew of the dormitory gate is from 12:30 A.M. to 6:00 A.M. Resident should use her student ID card to enter and leave the dorm.

第十一條 違規處理要點如下：

<p>一、 宿舍內空間（包含房間外走廊、樓梯間、廁所、房間內、陽台、頂樓）禁止吸菸，宿舍外區域可吸菸。在宿舍區內禁止飲酒。</p> <p>A. No smoking inside the dormitory area (including the corridor outside of the room, stairwell, bathroom, balcony and top floor). Resident can smoke in the smoking zone. And no drinking in the dormitory area.</p>	<p>違者記 5 點。飲酒違者記 10 點；酒醉滋事者，立即退宿。</p> <p>5 penalty points for students who violate the smoking regulation; 10 penalty points for students who violate the drinking regulation. Students who arouse commotion after drinking should withdraw the dorm immediately.</p>
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<p>二、 宿舍內禁養寵物，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。</p> <p>B. Keeping pet, including dogs, cats, rabbits, insects, fish, birds, rodents, amphibians, reptiles and rare animals inside the dormitory, is prohibited.</p>	<p>違者記 5 點。</p> <p>5 penalty points for students who violate this regulation.</p>
<p>三、 宿舍區域內禁用電鍋、電磁爐、電視、電熨斗、烤箱、冰箱、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)。</p> <p>C.Do not use appliance including electric stew pot, induction cooker, TV, iron, dehumidifier, refrigerator and electric heater or electronic devices with over 500W (hair dryer and computer excluded).</p>	<p>違者視情節議處。</p> <p>Violators will receive different penalties according to the seriousness of the situation.</p>
<p>四、宿舍內禁止使用煤油爐、卡式爐等火具，以免發生危險。</p> <p>D. Kerosene stove and cassette cooker are prohibited in the dormitory in case of accident.</p>	<p>違者退宿。</p> <p>Students who violate this regulation should withdraw from the dormitory.</p>
<p>五、女宿內夜間 11 點 30 分過後禁用洗衣機、烘衣機。違者任何人皆可掀蓋。</p> <p>E. Using washing machine and clothes dryer after 11:30 P.M is prohibited. Anyone can turn off the washing machine using by the violator.</p>	<p>違者記 5 點。</p> <p>5 penalty points for students who violate this regulation.</p>
<p>六、女宿內有派專人打掃，但仍請住宿生維護女宿清潔，並請勿破壞公物。</p> <p>F. Female dormitory public area will be regularly cleaned up by a professional cleaning crew. However, please maintain the cleanliness of the dormitory, and do not break any public property.</p>	<p>違者記 5 點。</p> <p>5 penalty points for students who violate this regulation.</p>
<p>七、住宿同學不得以任何理由留宿非住宿生者。</p> <p>G. Resident should not let any student who is not a resident sleep in the dormitory.</p>	<p>違者記 10 點，滿 20 點一律退宿。</p> <p>10 penalty points for students who violate this regulation. Students who accumulate 20 penalty points should withdraw the dormitory.</p>
<p>八、寒暑假未申請住宿並私自留宿者。</p> <p>H. Students who do not apply for staying during summer and winter vacation but still live in the dormitory.</p>	<p>違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。</p> <p>Violators should pay the residence fee, electric and water bill. 10 penalty points will be given to violators who continue to stay in the dormitory the next semester.</p>
<p>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。</p> <p>I. Residents who acquired a bed in the dormitory but do not live in, or residents who have not stayed in his dormitory room 3 times per week should withdraw from the dormitory</p>	<p>一律退宿</p> <p>should withdraw from the dormitory</p>
<p>十、宿舍內外請保持輕聲，任何聲音不影響隔鄰寢室。</p> <p>J. Please keep your voice down inside and outside of the dormitory area. Residents should not disturb other residents in their neighboring rooms.</p>	<p>違者記 5 點。屢勸不聽者，加記 10 點。</p> <p>5 penalty points for resident who violate this regulation. Students who ignore the warning and keep disturbing others will receive 5 extra penalty points.</p>
<p>十一、未經許可不得擅自開啟他人寢室、抽屜、衣櫃，或竊取他人財物之行為。</p> <p>K. Opening other people's rooms, drawers or closets without their permission, or stealing others' properties are prohibited.</p>	<p>違者依情節輕重處議</p> <p>Those who violate this regulation will receive different penalties according to the seriousness of the situation.</p>
<p>十二、欲丟棄的垃圾，自行做好分類。</p> <p>L. Please categorize the waste before disposing</p>	<p>違者記 5 點</p> <p>5 penalty points for students who violate this regulation.</p>
<p>十三、鞋櫃上方及公共區域請勿放置任何垃圾。</p> <p>M. Do not place any garbage on the shoe shelf or in the public area.</p>	<p>違者記 5 點</p> <p>5 penalty points for students who violate this regulation.</p>
<p>十四、垃圾、資源回收分類依回收分類箱指示擺放，如藥品、保健食品等。</p> <p>N. All waste like medicine and health supplement should be categorized and disposed in the corresponding trash bin.</p>	<p>違者記 10 點</p> <p>10 penalty points for students who violate this regulation.</p>
<p>十五、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。</p> <p>O. Do not dump food residue like used tea leaves, noodles and fruit peel in the water cooler, sink, toilet.</p>	<p>違者記 10 點</p> <p>10 penalty points for students who violate this regulation.</p>
<p>十六、公共財產請勿挪為私用。</p> <p>P. Do not divert public property to private use.</p>	<p>違者記 10 點</p> <p>10 penalty points for students who violate this regulation.</p>

第十二條 女生宿舍自行車及機踏車停放規則如下：

- 一、 凡住在女生宿舍之同學均享有申請車證停車之權利，唯限自己之車輛。若經發現申請人代人申請，住宿期間一律取消該享有之權利。
- 二、 自行車、機踏車請宿舍規畫區域停車，一車一證。
- 三、 非停車空間停放車輛，均屬違規，違規車輛將被記下車號及上鎖，並在該車上貼通知告知車主，被上鎖之車主至服務中心開鎖。
- 四、 違規停車之處分方式為：繳交違規金 100 元，或違規金可換以宿舍區內之勞動服務一小時折抵，服務中心解鎖時間上午九時至十時半；下午六時至七時。
- 五、 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。
- 六、 自行破壞鎖扣者，以破壞公物論，扣財保金。
- 七、 各軒門口為重點取締區，任何時間皆嚴禁停車。
- 八、 其餘事項，依學生宿舍自行車及機踏車管理辦法辦理。

Article 12 Regulations of parking bicycles and motorcycles in the female dormitory are as follows:

- I. All residents in the female dormitory have the right to apply for a parking license. Residents can only apply for the license for their own vehicle. If an applicant is found applying for a license for another person, this right will be suspended during her staying in the dormitory.
- II. Bicycles can only be parked at the bicycle frame, and scooters can only be parked at the scooter parking lot. One vehicle can only have one license.
- III. Parking outside of the parking lot will be considered violation. The number of the vehicle will be recorded, and the vehicle will be locked up. A notification will be attached on the vehicle to inform the owner. The owner can go to service center unlock their vehicle.
- IV. Penalties for traffic violations: Violators will be fined NTD 100 to unlock their vehicle. Violators can also unlock their vehicle by doing one hour labor service. (The time for violators to unlock their vehicle in service center: 9 A.M to 10:30 A.M; 6P.M to 7P.M.
- V. Residents who violates regulation for three times in an academic year, and will be taken the will be cancelled qualification of parking license immediately. Also, can't re-apply parking license in same academic year.
- VI. Residents who break the lock will be charged from their deposit.
- VII. All residents can't park vehicles in front of each building in any time.
- VIII. Please refer to "National Chung Hsing University Guidelines on Management of Bicycles and Motorcycles in the Dormitory" for further details.

第十三條 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；惟學期結束前，若經幹部清潔檢查未通過者，清潔保證金不予退費，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。
- 四、每學期末按時繳交費用者，記5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 13 Female dormitory will charge the residents with electricity bill, cleaning fee, internet fee, cleaning deposit and property deposit.

- I. Electricity bill will be collected at the start of the semester. Dormitory will return the overcharge and demand payment of the shortage at the end of the semester.
- II. Cleaning fee covers the cleaning of public areas in the dormitory so the money will not be refunded.
- III. Cleaning deposit and property deposit will be fully refunded at the end of the school year. However, if the room members failed to pass the cleaning inspection carried out by the dormitory service committee members, the cleaning deposit will not be refunded. If any property in the room is damaged, the room members shall bear the cost jointly, and the compensation will be charged from their deposits.
- IV. Residents who do not pay the fees on schedule each semester should receive 5 penalty points. Those who failed to make the payment after being urged by the dormitory will receive double penalty points, and their parents will be informed.
- V. Internet fee will not be refunded.

第十四條 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，並於跨日(00:00)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、如必須架設分享器，請至網管室填寫申請表格，經審查通過確有必要者，網管方得協助架設。

Article 14 Terms of using the dormitory Internet:

- I. If any change of the application information is made, please modify it via the "Internet ID card number" system on the web page of the dormitory Internet.
- II. In flow should not exceed 4GB. Also, out flow should not exceed 4GB. The Internet of the violators will be cut by the machine in the computer center until 00:00 the next day.
- III. The service hours of the internet administrators are published at the whiteboard beside their room.
- IV. Using the internet of dormitory to commit cyber-crimes, such as delivering spams, cyber-attack, privacy violation or any action that will broke the internet operation is not allow for the users. If violated, the internet service will be cut off for 6 hours.
- V. To obey intellectual property rights, it is prohibited to use P2P software and we will suspend the application that the offenders are using.
- VI. If residents who need to use Wi-Fi router, please go to the internet administrator room for application. After the application pass, the internet administrator will help you to set up Wi-Fi router.

第十五條 宿舍公用冰箱使用，請依國立中興大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 15 Using the public refrigerator of dormitory, please follow the NCHU dormitory public refrigerator using management regulations, if you don't follow the management regulations, received 5

penalty points, and you still don't follow the rules, the penalty points will be accumulated.

第十六條 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 16 Please follow the public space using rules of every dormitory, if you don't follow the rules, received 5 penalty points, and you still don't follow the rules, the penalty points will be accumulated.

第十七條 期末時未依規定時間搬離宿舍，將扣清潔保證金，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。

Article 17 The cleaning deposit of students who do not move out of the dormitory in the designated period of time will be deducted. The parents of the residence who violate this regulation and do not cooperate will be informed, and the violators themselves will be expelled.

第十八條 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 18 It is forbidden to use tape, paste mirror, seamless clay, hook, or something is sticky to damage the bed set, the wall, the window, the floor. If you have necessary to use it, please use seamless hook and seamless type, and clean it up when withdraw from the dormitory(No any sign is must), someone violated the rules should be deducted property and clean deposit.

第十九條 學期結束後經服務委員清潔檢查未通過者或未主動向服務委員提出清潔檢查，將扣除清潔保證金，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。

Article 19 Please clean up the dormitory at the end of the semester. Rooms of the violators will be cleaned by the housekeeping company, and the cleaning deposit will not return to the violators.

第二十條 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 20 Please do not throw the toilet paper, sanitary napkin, tampon, kitchen waste and other thing into toilet to avoid toilet clogged, if you still do it, the room should afford the repair fee.

第二十一條 誠軒電箱請勿擅自開啟，一經發現，整寢室記 10 點處分，屢勸不聽得以累加。

Article 21 Do not open the Cheng-Xuan electric box without permission. Once discovered, the whole room should receive 10 penalty points, and you still don't follow the rules, the penalty points will be accumulated.

第二十二條 凡未帶寢室鑰匙至服中借用鑰匙超過兩次者，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 22 Residents who do not bring the room key to the service and borrowed the key more than two times. From the third time borrowed the key, residents should register for labor service when every time you borrow it. And finish doing labor service within one week. The deposit will be refunded after doing labor service

第二十三條 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 2 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 24 The way for residents to cancel points out:

- I. Residents who have points should fill in an application form within seven days. The application over seven days will not be allowed.
- II. Applicants should finish doing labor work within two months. If you can't finish it within two months, your points will not be cancelled out.
- III. Doing labor service two hours for cancelled one point out. The labor service will be assigned by female dormitory service center.
- IV. After doing labor and service center's confirmation, the points will be cancelled out.

第二十五條 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 25 According to the regulation of NCHU division of cashier, residents should hand in the copy of post office bankbook to floor manager in 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 in as above steps will not be able to get the refund after the end of the semester.

第二十六條 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 26 Please close the door behind you when you get into or out of the buildings.

第二十七條 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 27 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.