

國立中興大學學生宿舍服務委員會委員遴選與考核辦法

National Chung Hsing University Selection and Evaluation Measures of Student Dormitory Service Committee

99 年 7 月 21 日學生事務長核定通過（第 0990300546 號簽呈）

Approved by the Director of Office of Student Affairs on July 21, 2010 (Brief Document No. 0990300546 submitted)

100 年 7 月 26 日學生事務長核定通過（第 1000300555 號簽呈修訂）

Approved by the Director of Office of Student Affairs on July 26, 2011 (revised according to the Brief Document No. 1000300555 submitted)

101 年 5 月 14 日學生事務長核定通過（第 1010300361 號簽呈修訂）

Approved by the Director of Office of Student Affairs on May 14, 2012 (revised according to the Brief Document No. 1010300361 submitted)

104 年 3 月 2 日學生事務長核定通過（第 1040300154 號簽呈修訂）

Approved by the Director of Office of Student Affairs on March 2, 2015 (revised according to the Brief Document No. 1040300154 submitted)

106 年 9 月 13 日學生事務長核定通過（第 1060300739 號簽呈修訂）

Approved by the Director of Office of Student Affairs on September 13, 2017 (revised according to the Brief Document No. 1060300739 submitted)

108 年 4 月 29 日校長核定通過(第 1080300317 號簽呈修訂)

Approved by the Principal on April 29, 2019 (revised according to the Brief Document No. 1080300317 submitted)

110 年 4 月 20 日校長核定通過(第 1100300231 號簽呈修訂)

Approved by the Principal on April 20, 2021 (revised according to the Brief Document No. 1100300231 submitted)

第一條 本辦法依據「國立中興大學學生住宿輔導辦法」訂定之。

Article 1 The Measures are formulated in accordance with the "Dormitory Regulations of National Chung Hsing University".

第二條 本會委員之產生：

符合資格且具意願之同學，檢附有利遴選之相關證明文件，逕自向宿舍服務中心報名，由住宿輔導組、宿舍服務中心及學生代表共同組成遴選委員會遴選之。

一、主任委員、副主任委員

由遴選委員會依遴選評分成績擇優選派。

二、財務委員

由住宿輔導組及宿舍服務中心徵選具有記帳經歷或會計背景之住宿生。

三、網路管理委員

接受計算機中心之技術指導，經考試通過由住宿輔導組任命之。

四、服務委員

(一) 遴選資格：(報名表詳見【附表一】)

1. 當學年度全體住宿生，包含已錄取本校研究所之畢業生。(欲休學、轉學者請勿報名遴選)
2. 住宿一年以上，對宿舍管理事務具相當體認。
3. 上一學期學科總成績平均不得低於 60 分，操行成績不得低於 80 分。
4. 任期內未擔任學校社團及學生組織重要幹部者。
5. 住宿期間曾被勒令退宿、違規記點記錄三次（或逾 15 點）以上或

曾自願放棄住宿者，不得報名遴選。

(二) 任期為一學年（當年 7 月 1 日至次年 6 月 30 日），連選得連任，並必須參加管理委員交接暨研習活動。

(三) 遴選審查標準：（遴選評分表詳見【附表二】）

1. （30%）面試
2. （15%）學科成績
3. （10%）品德操守
4. （20%）家庭經濟情況
5. （15%）宿舍服務與修繕技能
6. （10%）曾任學校幹部（含高中職期間或校外社團）之經歷與成效

(四) 遴選人數不足實際需求員額，得於兩周內再次公告遴選，若仍不足，則由遴選委員會推薦任命之。

Article 2 Selection of committee members:

Students who are qualified and willing to be committee members shall take relevant supporting documents favorable for selection to register with the Dormitory Service Center. A selection committee consisting of members from the Division of Student Housing Service, Dormitory Service Center, and student representatives will make the selection.

1. Chairman, Deputy Chairman

The Selection Committee will select the best candidates based on the selection scores.

2. Finance Member

Boarding students with bookkeeping experience or accounting background will be selected as finance members by the Division of Student Housing Service and the Dormitory Service Center.

3. Network Administrator

After receiving technical guidance from the Computer Center and passing the examination, the network administrator will be appointed by the Division of Student Housing Service.

4. Service Member

(1) Selection qualifications: (Please refer to the registration form in [Annex 1])

- 1). All boarding students in the current academic year, including graduates admitted to NCHU. (Please do not apply for the post if you want to take a break from school or transfer to another school)
- 2). Have stayed at least one year, and have good knowledge of dormitory management.
- 3). The average score of subjects in the last semester shall not be lower than 60, and the score in conduct shall not be lower than 80.
- 4). Those who have not served as an important cadre of school

associations or student organizations during their term of office.

5). Those who have been ordered to leave the dorm during their stay, have three or more demerits (or more than 15 points), or have voluntarily given up their beds shall not apply for the selection.

(2) The tenure is one academic year (July 1st of the current year to June 30th of the following year). Those who are re-elected shall participate in the handover and study of the Management Committee.

(3) Selection review criteria: (Please refer to the Selection Rating Sheet in [Annex 2])

1). (30%) interview

2). (15%) GPA

3). (10%) moral conduct

4). (20%) family financial situation

5). (15%) dormitory services and repair skills

6). (10%) experience and achievements of working as a school cadre (including senior high school, vocational school, or off-campus clubs).

(4) If the number of candidates is less than the number needed, the selection may be announced again within two weeks. If it does not work, the Selection Committee will make the appointment.

第三條 學生宿舍服務委員權益：

一、保障任期內學生宿舍床位。

二、任期內考核成績達 70 分以上者將退住宿費。

三、考核及格者頒發服務證明、簽請記功嘉獎。

四、考核成績達 90 分頒發學生宿舍優秀服務委員獎勵金。

Article 3 Rights and interests of members of Student Dormitory Service Committee:

1. Obtain the dorm beds during the tenure.

2. The accommodation fees will be refunded to those who achieve a score of 70 or above during the tenure.

3. Those who pass the assessment will receive service certificates and merit awards.

4. Those with a score of 90 or above in the assessment will be awarded the Bounty for Outstanding Service Award.

第四條 學生宿舍服務委員任職期間之解職

服務委員若有下列情形之一者，得由原遴選委員會予以解職：

一、職掌範圍內應做而未做之事，住宿輔導組與宿舍服務中心得於查證屬實後，以書面通知該委員，經告知仍未改進者。

二、開會無故缺席兩次以上者。

三、任期內，二分之一學科不及格或辦理休學。

- 四、學期末考核成績未達 70 分者。
- 五、行為不當，足以破壞本會形象及名譽者。
- 六、違反本會組織章程。
- 七、職區內之全體住宿同學連署簽名達一半以上，並提出具體事實要求解職者。

Article 4 Dismissal of committee members during the tenure

Committee members may be dismissed by the original Selection Committee under any of the following circumstances:

1. For things that should be done but not done within the scope of their duties, the Division of Student Housing Service and the Dormitory Service Center may notify the members in writing after verifying the facts.
2. Absent from the meeting more than twice without a good reason.
3. During the tenure, those who fail one-half of their courses or are on leave of absence.
4. Those who fail to score 70 points in the assessment at the end of the semester.
5. Improper conduct that damages the image and reputation of the Committee.
6. Violate the Articles of Association.
7. More than half of all the boarding students under the administration of committee members sign their names and present specific facts to request dismissal.

第五條 學生宿舍服務委員之遞補，依本辦法重新遴選之。

Article 5 The replacement of committee members shall be made in accordance with the Measures.

第六條 學生宿舍服務委員考核規定：

- 一、職務任期內，於每學期期末考前一周舉行考核成績評比。
- 二、考核總評比例：

考核者 【採樣數目】	受評者	服務委員
住宿輔導組 宿舍服務中心		60%
服務委員主副委評分		30%
服務委員互評		10%

三、受評者考核評比項目：

(一) 住宿輔導組及宿舍服務中心

1. (25%) 工作態度
2. (25%) 工作能力
3. (25%) 工作績效
4. (25%) 溝通協調

(二) 服務委員主副委評分

1. (25%) 工作態度
2. (25%) 工作能力
3. (25%) 工作績效
4. (25%) 溝通協調

(三) 服務委員互評

1. (25%) 工作態度
2. (25%) 工作能力
3. (25%) 工作績效
4. (25%) 溝通協調

四、主任委員或副主任委員，住宿輔導組及宿舍服務中心應視其職務內容及成效予以考核總成績最多 10 分增減。

五、學生宿舍服務委員考核獎懲標準，請詳見【附表三】。

Article 6 Assessment regulations of members of Student Dormitory Service Committee:

1. During the tenure, the assessment will be made one week before the final exam of each semester.

2. Proportion of evaluation scoring:

Appraisers 【Number of samples】	Appraisees	Committee members
Division of Student Housing Service Dormitory Service Center		60%
Chairman and deputy chairman		30%
Mutual evaluation of committee members		10%

3. Items evaluated by appraisers:

(1) Division of Student Housing Service and Dormitory Service Center

- 1). (25%) attitude toward work
- 2). (25%) working competence
- 3). (25%) job performance
- 4). (25%) communication and coordination

- (2) Chairman and deputy chairman
 - 1). (25%) attitude toward work
 - 2). (25%) working competence
 - 3). (25%) job performance
 - 4). (25%) communication and coordination
- (3) Mutual evaluation of committee members
 - 1). (25%) attitude toward work
 - 2). (25%) working competence
 - 3). (25%) job performance
 - 4). (25%) communication and coordination
- 4. The chairman or deputy chairman, the Division of Student Housing Service, and the Dormitory Service Center may increase or decrease the total score of the assessment by up to 10 points depending on the job content and achievements.
- 5. Please refer to [Annex 3] for the assessment criteria for rewards and punishments for student dormitory service committee members.

第七條 本辦法陳請校長核定後公布實施，修正時亦同。

Article 7 The Measures shall be promulgated and implemented after approval by the principal, and the same applies to amendments.

國立中興大學學生宿舍服務委員會委員遴選報名表

遴選區域	<input type="checkbox"/> 大學部 男生宿舍	申請人	
		系級	
	<input type="checkbox"/> 研究所 女生宿舍	姓名	
		連絡方式	
	<input type="checkbox"/> 大學部 女生宿舍	電子信箱	
		連絡電話	
遴選資格		請詳填具體事實或檢附證明文件	
1	現住宿之棟（齋／軒）名與寢室號碼		
2	上一學期學業成績單		
3	任期內未擔任學校社團及學生組織重要幹部者。（請註明參與之社團）		
4	住宿期間曾被勒令退宿、違規記點記錄三次（或逾 15 點）以上或曾自願放棄住宿者，不得報名遴選。		
5	其他有利遴選之文件或事實，例如曾任一年以上服務委員之職。		
學生宿舍服務委員權益			本人已詳閱國立中興大學學生宿舍服務委員遴選與考核辦法，並對上述所載之事實負責，若有違反規定，願接受決議之處分。 簽名：_____
1. 保障任期內學生宿舍床位。 2. 享有任期內免繳納住宿費。 3. 考核及格者頒發服務證明、簽請記功嘉獎及獎勵金。 4. 考核成績達90分頒發學生宿舍優秀管理委員獎助學金獎勵。			

Application Form of Student Dormitory Service Committee (NCHU)

Selection target	Male dormitory	<input type="checkbox"/> Undergraduates	Applicant		
		<input type="checkbox"/> Postgraduates	Department		
	Female dormitory	<input type="checkbox"/> Undergraduates <input type="checkbox"/> Postgraduates	Contact		
			Email		
			Mobile phone		
Qualification			Please fill in the specific facts or attach supporting documents		
1	The name and dorm number of the current building				
2	Academic transcript of last semester				
3	Those who have not served as an important cadre of school associations or student organizations during their term of office. (Please specify the association you participated in)				
4	Those who have been ordered to leave the dorm during their stay, have three or more demerits (or more than 15 points), or have voluntarily given up their beds shall not apply for the selection.				
5	Other documents or facts favorable to the selection, such as having served as a committee member for more than one year.				
Rights and interests of members of the Student Dormitory Service Committee			I have read carefully the NCHU Selection and Evaluation Measures of Student Dormitory Service Committee, and I am responsible for the truthfulness of the facts stated above. In case of any violation of the provisions, I am willing to accept the punishment of the resolution. <div style="text-align: right;">Signature: _____</div>		
1. Obtain the dorm beds during the tenure. 2. Enjoy free accommodation during the tenure. 3. Those who pass the examination will be awarded service certificates, merit awards, and bounties. 4. Those with a score of 90 or above in the assessment will be awarded the scholarship and grants.					

收件日期：____年____月____日

國立中興大學學生宿舍服務委員遴選評分表

遴選區域	男生宿舍 <input type="checkbox"/> 大學部 <input type="checkbox"/> 研究所	申 請 人	
		系級	
	女生宿舍 <input type="checkbox"/> 大學部 <input type="checkbox"/> 研究所	姓名	
		審 查 人	
		單位	
		簽名	
審查項目		具體事實或證明文件	得分
1	(30%) 面試		
2	(15%) 學科成績		
3	(10%) 品德操守		
4	(20%) 家庭經濟情況		
5	(15%) 宿舍服務與修繕技能		
6	(10%) 曾擔任幹部之經歷與成效		
總分			
審查人任用建議			

附註：

* 第 2 項以上學期學業成績單為準。

* 第 3 項以上學期操行成績為主，並考量在本校求學期間獎懲狀況。

* 第 4 項以各級政府清寒證明為主，並請與導師、家長聯繫，瞭解確實情況。

* 第 5 項以宿舍生活之服務與簡易修繕技能為主要考量。

* 第 6 項考量申請人歷年（包含高中職期間或校外社團）服務經歷與成效。

Receipt date:

Selection Rating Sheet of Student Dormitory Service Committee (NCHU)

Selection target	Male dormitory <input type="checkbox"/> Undergraduates <input type="checkbox"/> Postgraduates	Applicant		
		Department		
		Name		
	Female dormitory <input type="checkbox"/> Undergraduates <input type="checkbox"/> Postgraduates	Reviewer		
		Unit		
		Signature		
Items to be reviewed		Specific facts or supporting documents	Score	
1	(30%) interview			
2	(15%) GPA			
3	(10%) moral conduct			
4	(20%) family financial situation			
5	(15%) dormitory services and repair skills			
6	(10%) experience and achievements as a cadre			
Total score				
Appointment recommendations by the reviewer				
Remarks: * Item 2 is based on the academic transcript of the last semester. * Item 3 is mainly based on the academic performance of the last semester and it takes into account the rewards and punishments. * Item 4 is mainly based on the certificates issued by governments at all levels. Please contact the tutor and parents to figure out the actual situation. * Item 5 mainly considers dormitory life services and simple repair skills. * Item 6 considers the applicant's service experience and achievements over the years (including senior high school, higher vocational school, or off-campus clubs).				

國立中興大學學生宿舍服務委員考核獎懲標準

考核成績	獎懲內容
90 分以上	1. 當學年度第 2 學期續任 2. 記功乙次 3. 頒發學生宿舍優秀服務委員獎勵金 4. 頒發服務證明 5. 期末退還該學期住宿費(至多退住宿費 16,000 元)
89— 85 分	1. 當學年度第 2 學期續任 2. 嘉獎兩次 3. 頒發服務證明 4. 期末退還該學期住宿費(至多退住宿費 16,000 元)
84—80 分	1. <u>當學年度第 2 學期續任</u> 2. <u>嘉獎乙次</u> 3. <u>頒發服務證明</u> 4. <u>期末退還該學期三分之二住宿費(至多退住宿費 11,000 元)</u>
79— 75 分	1. 當學年度第 2 學期續任 2. 嘉獎乙次 3. 頒發服務證明 4. 期末退還該學期二分之一住宿費(至多退住宿費 8,000 元)
74—70 分	1. <u>當學年度第 2 學期續任</u> 2. <u>嘉獎乙次</u> 3. <u>頒發服務證明</u> 4. <u>期末退還該學期三分之一住宿費(至多退住宿費 5,400 元)</u>
69 分以下	1. 解職 2. 不頒發服務證明 3. 不退還該學期住宿費

Assessment, Reward and Punishment Criteria of Student Dormitory Service Committee (NCHU)	
Assessment scores	Rewards and punishments
90 points or above	<ol style="list-style-type: none"> 1. Renewal for the 2nd semester of the current academic year 2. One minor merit 3. Obtain the Bounty for Outstanding Service Award. 4. Issuance of service certificates 5. Refund the accommodation fees at the end of the semester (up to TWD 16,000)
89- <u>85</u> points	<ol style="list-style-type: none"> 1. Renewal for the 2nd semester of the current academic year 2. Two commendations 3. Issuance of service certificates 4. Refund the accommodation fees at the end of the semester (up to TWD 16,000)
<u>84-80 points</u>	<ol style="list-style-type: none"> 1. <u>Renewal for the 2nd semester of the current academic year</u> 2. <u>One commendation</u> 3. <u>Issuance of service certificates</u> 4. <u>Refund two-thirds of the accommodation fees at the end of the semester (up to TWD 11,000)</u>
79- <u>75</u> points	<ol style="list-style-type: none"> 1. Renewal for the 2nd semester of the current academic year 2. One commendation 3. Issuance of service certificates 4. Refund half of the accommodation fees at the end of the semester (up to TWD 8,000)
<u>74-70 points</u>	<ol style="list-style-type: none"> 1. <u>Renewal for the 2nd semester of the current academic year</u> 2. <u>One commendation</u> 3. <u>Issuance of service certificates</u> 4. <u>Refund one-third of the accommodation fees at the end of the semester (up to TWD 5,400)</u>
69 points or below	<ol style="list-style-type: none"> 1. Dismissal 2. No service certificates issued 3. No accommodation fees refunded