

國立中央大學學生宿舍管理辦法

The Regulation of Student Dormitories in National Central University

中華民國九十一年六月十一日學務會議通過
中華民國九十三年三月卅日學務會議修正通過
中華民國九十五年五月廿三日學務會議修正通過
中華民國九十五年十月卅一日學務會議修正通過
中華民國九十七年五月廿日學務會議修正通過
中華民國九十七年十二月二日學務會議修正通過
中華民國九十八年五月五日學務會議修正通過
中華民國九十九年四月廿八日學務會議修正通過
中華民國一〇一年六月一日學務會議修正通過
中華民國一〇二年六月十四日學務會議修正通過
中華民國一〇四年五月廿九日學務會議修正通過
中華民國一〇五年十二月十六日學務會議修正通過
中華民國一〇六年三月十七日學務會議修正通過
中華民國一〇七年十二月廿八日學務會議修正通過
中華民國一〇八年六月廿一日學務會議修正通過
中華民國一〇八年十二月廿七日學務會議修正通過
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中華民國一一〇年六月十一日學務會議修正通過

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第一章 總則

Chapter I General

第一條 為增進學生宿舍住宿品質，維護宿舍安寧與整潔，建立良好讀書環境，並配合宿舍管理及輔導考核之實施，特訂定學生宿舍管理辦法(以下簡稱本辦法)。

Article 1 The Regulation of Student Dormitories in National Central University is established in order to increase the quality of dormitory life, maintain a peaceful and clean dormitory environment, and preserves a benign studying space. (The Regulation of Student Dormitories in National Central University will be termed as “this Regulation” below.)

第二條 本校學生宿舍優先提供本校具學籍之全職學生住宿，並得依宿舍分配狀況公告受理在職專班學生申請。

Article 2 All dormitories in NCU are first provided for enrolled full-time NCU students and the application of students of in-service program may be accepted based on the announcement of dormitory distribution.

第三條 本校學生宿舍之管理，除法令另有規定外，悉依本辦法辦理之。

Article 3 All managing actions concerning NCU dormitory affairs must be conducted according to this

Regulation. If the law provides different regulations for related affairs, all related managing actions must follow the law.

第四條 宿舍管理組織及職掌：

Article 4 The administrative organization and office of dormitory management

- 一、 本校學生宿舍之規劃、分類與性質配派由學務處住宿服務組依本辦法規劃辦理。
The scheming, distributing and usage assigning of student dormitories in NCU are managed by the Office of Student Affairs following this Regulation.
- 二、 相關單位負責宿舍事項：
The related units in charge of dormitory affairs
學務處住宿服務組負責住宿申請、分配、管理、住宿服務與宿舍秩序維持及偶發事件處理等事宜。
The Student Services and Dormitory Division is in charge of the application, distribution, management, life guidance and order maintenance of dormitories and the handling of incidents.
學務處生活輔導組負責宿舍住宿生安全與輔導工作，其工作內容由學務處訂定之。
The Division of Military Education is in charge of the safety and counseling of students' dormitory life. The range of the division's charge is determined by the Office of Student Affairs.
總務處負責營建、修繕之發包工程與宿舍周遭環境衛生及美化等事宜。
The Office of General Affairs is in charge of contracting out projects of construction and repair and of the landscaping of the dormitory environment.
電算中心負責學生宿舍網路及系統更新、養護。
The Computer Center is in charge of the updating and maintenance of the dormitory networking system.
環安中心負責學生宿舍消防設施、飲水衛生等安全檢查。
The Center of Environmental Protection and Safety is in charge of the safety examination of fire-fighting facilities and the hygiene of drinking water.
- 三、 宿舍得置管理員，其組織與職掌由學務處另訂之。
The placement of dormitory staff in the dormitories is required. The Organization and the duties of dormitory staff are determined by the Office of Student Affairs.
- 四、 學生宿舍應依規定設置宿舍幹部，其設置要點由學務處住宿服務組另訂，送學務會議通過後實施。
The placement of dormitory staff in the dormitories is required. The Organization and the duties of dormitory staff are implemented after determined by Campus Life Assistance Division, Office of Student Affairs and approved by the Student Affairs Council.

第二章 住宿申請、分配、進住、異動、退宿與宿舍關閉

Chapter II Application for Dormitories, Distribution of Dormitories, Moving into Dormitories, Changing Dormitories, Moving Out from Dormitories and the Closing of Dormitories

第五條 住宿申請：

Article 5 Application for Dormitories:

- 一、 申請住宿，以一學年為原則，且需簽訂遵守本辦法，未按規定時限內申請者，以棄權論。
The allotted time provided for dormitory applicants to stay in dormitories is one academic year. Applicants must sign on the agreement to follow this Regulation. Applicants who fail to apply for a dormitory before the deadline of dormitory application are regarded as having abstained from applying.
- 二、 大學部大一新生視個人意願保障住宿，住宿意願並應依公告之時程回復；大學部舊生應於第二學期結束前依公告之時程，於網路上辦理次一學年宿舍抽籤作業。
First-year undergraduate are guaranteed to live in dormitories depending on each individual

student's intention. Those intending to live in dormitories shall make application at the announced. Undergraduate students who are not freshmen should apply for dormitories for the next academic year through online lot-drawing system within the announced period before the end of the second semester.

- 三、 研究所新生應依公告之時程，於網路上辦理宿舍抽籤作業；不繼續住宿之研究生請依第六條第八款之時程，向學務處住宿服務組申請。

First-year postgraduates shall apply for online lot-drawing for dormitories during the announced period; non-first year postgraduates shall apply for the extension of the dormitory lease within the announced period before the end of the second semester from Campus Life Assistance Division, Office of Student Affairs.

- 四、 境外學位新生及交換生由國際事務處統一提出申請，採總量管制。

All the application of new foreign students and exchange students shall be made by Office of International Affairs. The total number of applications shall be controlled.

- 五、 學生辦理復學，需完成註冊繳費始得提出住宿申請，大一復學生比照大一新生辦理。Students resuming schooling are allowed to apply for dormitories after paying tuitions and completing registration. The application of first-year students resuming school is the same as that of the common first-year students.

- 六、 在學期間，得視床位狀況公告受理住宿申請。

The application for dormitories during the middle of a semester shall be based on the vacancies of the dormitories.

第六條 宿舍分配：

Article 6 Distribution of Dormitories

- 一、 大學部大一新生住宿分配，以系、班集中住宿為原則；大學部舊生床位依抽籤結果分配，宿舍床位不足時依候補序號順序排列候補。

The principle to distribute the beds and rooms to undergraduate freshmen is to arrange freshmen from the same department and class to stay close as neighbors in dormitories. Beds and rooms distributed to undergraduate students who are not freshmen will be decided according to the result produced by the online lot-drawing system. When there are not enough beds and rooms for all dormitory applicants, the beds and rooms will be distributed to candidates according to their order number.

- 二、 研究所新生床位依抽籤結果分配；研究所舊生若本學期末住宿須候補宿舍者採現有空床位補位，額滿截止。

The beds of postgraduate freshmen are distributed according to the lot-drawing. If non-first-year postgraduates are in the waiting list for dormitories in the semester, they will be filled up to current vacancies available until there is no vacancy.

- 三、 境外學位新生及交換生由學務處住宿服務組按總量管制統一分配床位，並以學位新生為優先。

The dormitories for new foreign students and exchange students are distributed based on the total number of applicants by Campus Life Assistance Division, Office of Student Affairs. The new students are in priority.

- 四、 宿舍抽籤順序依下列身分排序之：

The order to draw lots is arranged according to the students' different identities listed as below:

- (一) 境外生、身心障礙生、中低及低收入戶生、特殊境遇家庭學生為第一順位。

Foreign students, physically and mentally challenged students, students from mid-low and low income families, students from remote islands and students undergoing family hardship shall have top priority to draw lots.

- (二) 升大二、三、四之大學部舊生及提出住宿申請並經審查通過之延長修業學生為第二順位。

Undergraduate students going on the second, third or fourth year and students who extend the study shall have the second priority when the dormitory application is

filed and approved upon review

(三) 依本條第八款及本辦法第十五條、第二十條及第三十條第五項列入第三順位者。

Students stand third priority in accordance with item h herein and article 15, article 20 and paragraph 5 of article 30 of these regulations.

五、設籍離島、本島山地區域一年以上學生，得於公告期限內向學務處住宿服務組提出優先住宿申請，通過者列為當次抽籤第一順位。

Students whose registered permanent residence is located on remote islands, mountain area of Taiwan may file the application for acquiring priority to live in dormitories within the announced period. Once the application is approved, applicants may be listed as candidates having the top priority.

六、身心障礙生得於公告期限內向學務處住宿服務組提出愛心寢室住宿申請，並得自行選擇乙名同學陪住，審查通過者由學務處住宿服務組分配寢室。

Students with disabilities may select a second student to share the room for care purposes. Within the announced period, application for living arrangements may be made to the Student Assistance Division of the Office of Student Affairs. After this application's approval.

七、宿舍經分配確定，應依本辦法第廿三條規定繳交住宿費。

Once the beds and rooms in each dormitory are distributed to boarders, they shall pay the dormitory fee according to article 23 of these regulations.

八、已分配宿舍學生放棄住宿須於下列基準日前辦理。逾期辦理者，次一學年宿舍抽籤順序列第三順位。

Students shall manage surrendering the rooms distributed before following record dates. For management beyond deadline, the sequence of lot-drawing will be arranged to the third priority in next academic year.

(一) 放棄第一學期住宿之基準日為當年七月卅一日。

The record date of surrendering room in first semester shall be July 31st of current year.

(二) 放棄第二學期住宿之基準日為當年一月卅一日。

The record date of surrendering room in second semester shall be January 31 st of current year.

(三) 候補者分配確認日期已逾前二目所定基準日或自分配確認日起至前二目所定基準日未滿十日，以分配確認日起第十日為基準日。

If the confirmation date of distribution for borderer in waiting list exceeds the record dates as set forth in preceding two items or it is less than ten days from the confirmation date of distribution to the record dates as set forth in preceding two items, the tenth day from confirmation date of distribution shall be the record date.

第七條 宿舍進住：

Article 7 Moving in Dormitories:

一、宿舍進住時間以公告為準，開學二週內須完成進住手續，必要時得向住宿服務組提出延緩入住申請。

The actual period for moving in dormitories accords with the official announcement.

The students shall move in the dormitory within two weeks from the beginning of this semester and may apply for deferred moving in with Campus Life Assistance Division, Office of Student Affairs as necessary.

二、進住手續：憑學生證向宿舍管理員領取寢室鑰匙；臨時申請入住者於床位安排後三日內完成進住手續，入住時另須提供繳費收據驗證。

Moving in procedures: students shall collect the room keys from dormitory staff against student ID card. Students who move in against temporary application shall complete the procedures within three days after the bed arrangement is ready. Meanwhile, the receipt of dormitory fees is required for verification as moving in dormitories.

三、進住時須檢查寢室之財產及物品，並於進住後二週內填報財產卡交管理員認章，如有缺損須上網報修，如未填報財產卡者，視同財產及物品堪用，如有缺損，應照價賠償。
The students shall exam the properties and objects when moving in, and the property card shall be filled and submitted to the dormitory staff for confirmation within two weeks from moving in. If the properties are damaged or defective, please apply for repairing online. For failure to fill the property card, the properties and objects will be deemed as functional and students shall compensate for the damage.

四、未於期限內完成進住手續者，經通知仍未補辦手續者，視同自願退宿，其床位由住宿服務組逕行遞補。

Students who fail to move in by deadline and fail to make up the procedures upon notice will be deemed as voluntary withdrawal and the Campus Life Assistance Division may fill the vacancies directly.

第八條 宿舍異動：

Article 8 Changing Dormitories:

一、學期中公告辦理宿舍異動申請作業，學生可填具申請表調整宿舍或寢室，但每學期以一次為限，經核准後須於核定之異動日起三日內完成搬遷。

After the official announcement is made in the middle of the semester to begin the procedure to process the application for changing dormitories, students may fill in the application form to apply for a dormitory change or room change. The change may be made only once in a semester. After the application is approved, please move to the dormitory or room applied in 3 days.

二、學生如因特殊原因與理由，申請宿舍異動，須以學生報告述明並檢附證明文件專案申請，經核准後須於核定之異動日起三日內完成搬遷。

If the student applies for dormitory changing for certain special reasons, (s) he shall submit a report and certificates to make an individual application. After the application is approved, please move to the dormitory or room applied in 3 days.

第九條 退宿：

Article 9 Moving Out from Dormitories:

一、住宿學生有下列情形之一者應立即辦理退宿：

Students living in dormitories should immediately go through the procedure formoving out from dormitories if they fall under the categories listed below:

(一) 住宿期限屆滿。

Expiration of lodging in dormitory

大學部住宿期限（每學期宿舍進住日起至當學期宿舍關閉日止）。

研究生住宿期限(第一學期為一月三十一日，第二學期為八月三十一日)

The lodging period of undergraduates (from the lodging date to the close of dormitory in the semester)

The lodging period of postgraduates is ended on (January 31 for 1st semester and August 31 for the 2nd semester)

(二) 畢業、休學、退學、轉學者，須於離校手續核章前遷離宿舍(含暑假宿舍)並完成退宿手續。

Students who graduate, suspend the study, drop out of school or transfer need to move from the dormitory and complete the moving out procedures before final approval of leaving procedures (including the dormitory for summer break).

(三) 自願放棄下學期住宿者，須於住宿期限前將所有物品搬離並依第九條第二款辦理退宿手續。

Students who voluntarily give up the dormitory for next semester must move all objects before the deadline and manage the moving out procedures in accordance with paragraph 2

of article 9.

- (四) 勒令退宿者，於懲處案決行後三日內完成遷離宿舍，如未按期遷離，得由本校駐衛警察隊協助執行。

Students who receive an official injunction to move out must finish moving out from dormitories within three days after the punishment is executed. Otherwise, Campus Securities will help them move out.

二、 退宿學生應依下列程序辦理退宿：

Students who must move out should go through the procedures as below for moving out.

- (一) 填寫退宿申請表並交還公物，經宿舍管理員檢查寢室財產及清潔且於當日遷出宿舍，確認雙方無誤後並完成簽證，即完成退宿手續，未於退宿期限內搬遷之物品以廢棄物處理。

The procedures will be considered complete after filling in the application form for moving out, returning public property, having public property and cleanness in the room checked by the dormitory staff, moving all the personal possessions out from dormitories, and having all the procedures above confirmed and verified by the dormitory staff with the approval seal. After the lodging period, all items not moved out from the room will be disposed as waste.

- (二) 未於規定期限內完成退宿手續者或退宿檢查未完成者，依本辦法第十五條規定辦理。

For failure to complete the moving out procedures or examination by deadline, the article 15 herein shall be applied.

第十條 宿舍關閉：

Article 10 The Closing of Dormitories:

- 一、 宿舍關閉時間以公告為準。

The closing hour of dormitory shall be based on the announcement

- 二、 第一學期結束，寒假不留宿學生須依住宿服務組公告時程提出申請，並於住宿期限內將所有物品搬離，並依第九條第二款辦理退宿手續。未依規定期限搬離之物品視同廢棄物處理。

Students who do not stay at winter break shall file application within the period announced by Campus Life Assistance Division at the end of first semester, move all objects out from the dormitory by deadline and manage the moving out procedures in accordance with paragraph 2 of article 9. After the lodging period, all items not moved out from the room will be disposed as waste

- 三、 第二學期結束，大學部宿舍寢室須於期限內將所有物品搬離(或集中捆包，置於指定場所存放)，住宿生須依第九條第二款辦理退宿手續。

At the end of the second semester, all undergraduate students must move all the personal belongings out from the rooms (students' personal belongings may be packed and stored together in the designated place) before the deadline. The boarders shall manage the moving out procedures in accordance with paragraph 2 of article 9.

- 四、 宿舍關閉期間，學生貴重物品務必攜回或妥善處理，學校不負保管之責任。

During the dormitory closing period, students' valuables must be taken back or put away properly, the school does not take responsibilities for preserving the goods.

- 五、 學校於宿舍整建(修)時，得公告時程，實施宿舍關閉，住宿學生應配合學校公告時程搬遷。

The administration of NCU should announce the schedule of construction and execute the closing of dormitories when dormitories need to be reconditioned. All boarders shall cooperate with the administration to move out according to the announced schedule.

第十一條 暑假期間，大學部宿舍關閉，僅開放部分宿舍供在學學生申請住宿，以及經申請核准之學生社團、專案活動、教育訓練班隊及營隊借用。

Article 11 The undergraduate dormitory will be closed during the summer break and only partial dormitory is opened for students for lodging via application and for the use of student social clubs, project activities, educational classes and camps as approved against application.

第十二條 暑假宿舍借用申請：

Article 12 Applying for Temporary Lodging in Dormitories in summer and winter Vacations:

一、 研究所新生須到校專題研究者，得於公告期限檢附相關證明文件申請，並依先後順序安排床位，額滿為止。

Postgraduate freshmen required to come to the school for research projects during the summer vacation may submit the certification during the announced period. The order of bed distribution will be based on the order of application. The application period is ended when no vacancies are available.

二、 大學部學生應於公告之時程，於網路上申請。

For undergraduates, please make application online during the announced period.

三、 學生社團、專案活動、教育訓練班隊及暑假期間營隊之借用，依學務處住宿服務組之公告辦理。

For student clubs, project activities, educational training classes, and summer camps, please make application according to the announcement by Campus Life Assistance Division, Office of Student Affairs.

四、 **暑假期間住宿生須於暑假開始一周內完成入住手續**，借住期間結束，須將寢室打掃清潔、交還公物後搬離，並依第九條第二款辦理退宿手續。未搬離之物品視同棄置，其清潔所需費用，以「修繕及清潔成本費用一覽表」(附表)定之，本校學生依本辦法第十五條規定辦理，非本校學生由學務處住宿服務組通知繳費，相關繳費方式於暑假宿舍申請公告一併敘明。

The boarders shall complete the moving in procedures within one week from the beginning of summer break. In the end of the temporary lodging period, the boarders shall clean up the rooms and return the public possessions before moving out. The items not moved out will be regarded as wastes. The cost for cleaning the said waste will be determined by the “table of maintenance and cleaning costs” (attached table); article 15 herein shall be applied for the students of this school and the Campus Life Assistance Division, Office of Student Affairs will notice students of other schools for payment. The relevant payment methods will be explained altogether in the announcement of dormitory application during the summer and winter vacation.

第三章 宿舍一般事項

Chapter III General Affairs of the Dormitories

第十三條 住宿期間，應遵守本辦法及校方為維護住宿安全所定之臨時規定，並接受宿舍管理員之指導、檢查。

Article 13 During the period of lodging in the dormitories, boarders should follow this Regulation and the temporary regulations as stipulated by the school for safety. Boarders should receive the dormitory staff's guidance and inspections.

第十四條 學生宿舍交誼廳及宿舍內其他活動場所，係供該宿舍學生使用；可開放借用之場地由學務處住宿服務組另訂管理細則，送學務會議通過後實施。

Article 14 Living rooms and other spaces for activities in every student dormitory are provided for the dormitory's inhabitants. The rules of managing the space opened for borrowing are implemented after stipulated by Campus Life Assistance Division, Office of Student Affairs and approved by Student Affairs Council.

第十五條 為維護宿舍公物與資源，凡退宿、調整寢室或學期結束均應打掃清潔，交還公物，如未依規定辦理退宿手續者，應依「修繕及清潔成本費用一覽表」(附表)繳交相關費用，完成繳

費才能辦理離校核章手續。大學部在學學生應於次一學年宿舍抽籤前完成繳費，若未完成者列為抽籤第三順位。

Article 15 In order to maintain public property and resources in the dormitories, students moving out from the dormitories and students applying for changing dormitories should clean the rooms and return all public property. Students who fail to manage the moving out procedures pursuant to regulations shall pay relevant expenses based on the “table of maintenance and cleaning fees” and the leaving school procedures will not be approved until the payment is made. The undergraduate students shall make the payment before the lot drawing of dormitory for next academic year. For failure to make the payment, the sequence of lot-drawing will be arranged to the third priority in next academic year.

第十六條 為促進住宿學生健康生活落實環保節能政策，提供寧靜環境，寢室凌晨零時至六時熄大燈為原則，並由各棟宿舍宿民大會自行決議熄燈時間。

Article 16 To promote healthy life of boarders and carry out environmental protection and energy saving policies as well as provide quiet environment, the light will be turned off from 0:00 to 6:00 a.m. in general. The dormitory convention of each building may determine the light turnoff time on their discretion.

第十七條 各宿舍實施門禁刷卡管制，其施行要點由學務處住宿服務組依本辦法另訂，送學務會議通過後實施。

Article 17 Each dormitory must be equipped with an entrance security system. The principles to bring this system into practice are implemented after established by Campus Life Assistance Division, Office of Student Affairs and approved by Student Affairs Council.

第十八條 為培養住宿生合理使用能(資)源之習慣及節約能源，依使用者付費原則，收取能(資)源相關費用。能(資)源設備使用之時間與相關費用，由學務處、總務處、學生會共同研訂之。

Article 18 In order to cultivate the habits of boarders to use energy/resources reasonably and to save energy, boarders will be charged for using energy/resources according to the principle of user charges. The charge for using energy/resource consuming equipment will be decided collectively by the Office of Student Affairs, the Office of General Affairs and the Student Association.

第十九條 總務處或相關單位應先知會學務處住宿服務組，並於公告或通知後方得進入宿舍及寢室修繕、施工或辦理相關事務。

Article 19 Before entering the dormitories and rooms for repairing, construction, or other related matters, Office of General Affairs or other related units shall inform Campus Life Assistance Division, Office of Student Affairs and make an announcement or give notice.

第廿十條 學務處住宿服務組得於公告後，會同有關單位及宿舍管理人員，對宿舍寢室及公共區域進行安全、衛生及第五章所列事項等檢查，住宿學生不得規避檢查。住宿生未能於公告期間內接受檢查者，須於事前提出說明，未依前述規定完成檢查者，大學部學生取消次一學期住宿床位且次一年列入抽籤第三順位，研究生學生取消次一學期住宿床位且次一年如需申請宿舍者於研究新生床位分配之後始得申請。

Article 20 The Campus Life Assistance Division, Office of Student Affairs may inspect the safety and hygiene of rooms and public areas altogether with relevant units and dormitory staffs after the announcement and the boarders shall not evade the inspection. For failure to accept the inspection during the announcement period, the boarders shall file explanation in advance. In case that preceding inspection cannot be completed pursuant to regulations aforesaid, the undergraduate students will have rooms for next semester be cancelled and will be included in the third order of draw for rooms in next year; the students in graduate school will have rooms for next semester be cancelled and may not file the application until the rooms have been allocated to new graduate students.

第廿一條 宿舍電力線、網路線、視訊線路之檢查修護由學校派專人負責，其他人員不得處理。
Article 21 The examination, repair and maintenance of power lines, Internet cable lines and surveillance cable TV lines are assigned to professionals by the NCU administration. Personnel other than the assigned professionals should not conduct the affairs listed above in this article.

第廿二條 學生住宿各項費用依公告收費標準收費。學期住宿費應與學雜費一併繳交，如因個人因素無法一併繳交，得至學務處住宿服務組辦理分開繳納；候補者及寒暑假期間住宿者須於入住前完成繳費及驗證。

Article 22 Costs for lodging in dormitories are charged according to the announced charge standards. Dormitory cost shall be paid along with tuitions and miscellaneous fees. If the costs cannot be paid altogether due to personal reason, the separate payment may be managed at Campus Life Assistance Division, Office of Student Affairs. Boarders in the waiting list and during winter and summer vacation shall make payment and complete verification before moving in.

學期間申請住宿收費計算標準：

Standards for dormitory costs during a semester:

一、 研究生宿舍按月計費，住宿未滿一個月以一個月計算；第一學期住宿期限為九月至翌年一月，第二學期住宿期限為二月至八月。

Postgraduates' dormitories are charged on monthly basis. Boarding for less than a month will be counted as a month. The boarding period for the first semester is from September to the next January whereas that of the second semester is from February to August.

二、 大學部宿舍按申請住宿時間計算，開學後未逾三分之一學期者，繳交全額住宿費；未逾三分之二學期者，繳交全額住宿費三分之二；逾三分之二學期者，繳交全額住宿費三分之一。第二學期住宿費需另包含寒宿費用，有申請寒假不留宿者則免繳納。

Undergraduates' dormitories are charged according to the time of application. Those applying for boarding after the beginning of the semester and before one-third of the semester shall pay for the total amount of the dormitory cost. Those applying before two-thirds of the semester shall pay for two-thirds of the amount; those applying after two-thirds of the semester shall pay for one-third. The dormitory fee for 2nd semester will include the dormitory fee for winter break, except students who apply not to stay dormitory during winter break are exempted from the payment.

退費計算標準：

Refund standards:

一、 逾放棄住宿基準日而於當學期開學日前放棄住宿者，退還學期住宿費四分之三。

The calculation of the refund for surrendering dormitory beyond the deadline and before the beginning of the same semester will be three-fourth of dormitory fee of this semester.

二、 畢業、休學、退學、轉學或勒令退宿者，研究生依剩餘月份退費，大學部依教育部所頒退費標準比例退費。費用退還之計算，以完成退宿手續之宿舍管理員簽證日期為準。

The refunds for postgraduates who graduate, suspend, withdraw from school, transfer to another school, or receive an official injunction to move out are given based on the number of remaining boarding months whereas the refunds for undergraduates of the same situation are given in proportion according to the refund standards issued by Ministry of Education. The calculation of the refund is based on the date the moving out procedure is completed and the dormitory staff signs for the completion of inspection.

三、 開學後自願退宿不退還住宿費，因特殊原因退宿者，得向學務處住宿服務組提出申請，經核准得依前款規定退還住宿費。

No refunds for voluntary moving out from the dormitory after the beginning of school. Those moving out from the dormitories for special reasons may make application from Campus Life Assistance Division, Office of Student Affairs and get refunds in the abovementioned standards after the application is approved.

四、 暑假借住辦理退宿者，不退還住宿費。因畢業、休學、退學、轉學退宿，入住前辦理退宿者全額退費；已入住而辦理退宿並於宿舍管理員簽證後未逾全期二分之一者退還

二分之一住宿費。

No refunds for applying for moving out from the dormitories for temporary lodging during winter and summer vacation. Those who move out due to graduation, suspension, withdrawal from school, transfer may receive full refund for management before lodging. One half dormitory fees will be returned for moving out in first half of semester and certified by the dormitory staff.

申請宿舍異動之住宿費，以核定異動日為基準，按比例計算差額，應補繳差額者須於搬遷前繳費；應退還差額者於搬遷後統一退費。

The refund for the application for dormitory changing is given by proportion based on the date the changing is ratified. Those needing to pay the differences shall make payment before moving in the dormitory; those needing to receive refund will receive the amount after moving in the dormitory.

暑假短期借住期滿未退宿者，依收費標準加收費用至完成退宿手續為止。

The additional charge will be calculated based on the charge standards for failure to move out from the dormitories for temporary lodging during winter and summer vacation until the moving out procedures are completed.

第四章 宿舍自治

Chapter 4 Dormitory Autonomy

第廿三條 為維護及提升住宿品質，各宿舍應於每學年開學後一個月內召開宿民大會，宿民大會決議事項，不得違反校規與本辦法及法令政策。

Article 23 In order to maintain and promote the quality of dormitory life, boarders living in each dormitory should hold a dormitory convention within one month after the first semester begins. The decision of the issues discussed in the dormitory conventions should not violate the school regulations of NCU, this Regulation, national policies or the law.

第廿四條 宿民大會由各棟住宿生組成，宿舍幹部召開，分成常會(每學年應召開乙次)及臨時會(於必要時召開)，宿舍幹部因故無法召開宿民大會時，得由學務處住宿服務組逕行召開，如有違反宿舍幹部職務者，依「宿舍幹部設置要點」處置。

Article 24 Dormitory conventions consist of boarders in each dormitory and are convened by the managing staff in each dormitory. There are two categories of dormitory conventions: regular meetings (being held once in every academic year) and provisional meetings (being held when necessary). When members of dormitory student association may not convene a dormitory convention for certain reasons, the Student Services and Dormitory Division should convene the dormitory convention directly. Members of dormitory student associations who engage in misconduct in their duties will be dealt with according to "The Principles to Establish the Dormitory Student Association."

第廿五條 宿民大會主席由各宿舍幹部擔任，會議出席人數應達住宿生人數七分之一以上，會議效力方可成立，會議討論事項以多數決方式決議之。出席人數未達住宿人數七分之一時，討論事項之決議可於會後採計名投票追認，應達住宿人數四分之一以上。

Article 25 The positions of the chairs of the dormitory organizations should be taken by the members of the dormitory student associations. For organization decisions to be effective, a quorum equal to at least one seventh of all boarders must be in attendance, with decision by majority the guiding principle. When a quorum is not present, the decision of the organization may be acknowledged by boarders after the organization meeting through voting by ballot. The number of voters should exceed one fourth of the number of boarders in the dormitory.

第廿六條 宿民大會應討論下列事項：

Article 26 Dormitory organizations should discuss the following issues:

一、住宿生活興革事項。

Matters that need to be improved, altered or changed in dormitory life

二、住宿生活公約。

Public covenants of dormitory life

三、宿舍公共空間使用規定。

Regulations for using public spaces in dormitories

四、宿舍交誼廳之書報雜誌訂閱。

Options for the dormitory's subscriptions to newspapers, books and magazines

五、**寢室熄燈時間**。

The light-out time

六、宿舍其它管理事項。

Other issues about dormitory management

第廿七條 宿民大會召開時，應邀請學務處住宿服務組、宿舍輔導教官及宿舍管理員出席，並得邀請相關人員列席，會議紀錄應送學務處備查後公告之。

Article 27 Campus Life Assistance Division, Office of Student Affairs, Military Instructors of the dormitories, and the dormitory staff shall be invited to attend the dormitory organization meeting. Representative of related affairs may be invited to the meeting as well. The meeting minutes shall be announced after ratified by Office of Student Affairs.

第五章 宿舍規範

Chapter 5 Dormitory regulations

第廿八條 住宿期間應遵守下列各項行為：

Article 28 Boarders must follow the matters listed as follows during the period of lodging:

一、不得在宿舍及寢室內炊爨、焚燒物品、烤肉、燃放煙火、私接電力線路及存放任何危害公共安全之物品。

Cooking with fire, burning materials, having barbecues, setting off fireworks, stealing power with private electric wires, and storing materials that endanger public safety are forbidden in dormitories.

二、寢室不得有獨佔、擅自佔用及拒絕室友進住之行為。

Monopolizing one whole room, trading or selling rooms or beds, occupying other boarders' rooms or beds, or refusing roommates' moving in the rooms are forbidden.

三、夜間十一時至上午七時，不得留宿他人。

Accommodating guests in dormitories from 23:00 PM to 7:00 AM is forbidden.

四、不得於宿舍及寢室內有酗酒、賭博、毆鬥、吸菸、嚼食檳榔、打麻將、使用違禁藥品等行為，或其它妨害宿舍安全與安寧之任何情事，並不得以宿舍資源及設施進行營利行為。

Drinking alcohol, gambling, fighting, smoking, eating betel nuts, playing mahjong, using illegal drugs, and all other behaviors that hinder the safety and peace of the dormitories are forbidden in the dormitories.

五、宿舍及寢室內除檯燈、吹風機、電扇、收錄音機、電鬚刀、充電器、電腦及必要之周邊產品外，其餘電器不得使用。由學校提供或核可之電器不在此限。

Desk lamps, hair dryers, fans, radios, electric razors, computers and other electric appliances approved by NCU administration are allowed for boarders to use. Other electric appliances are forbidden. Those provided or approved by NCU are allowed.

六、住宿生會客，應於上午七時至夜間十一時於交誼廳或其它公告場所辦理會客。進入寢室需經學務處住宿服務組(上班時間)或生活輔導組(下班及假日時間)同意始准進入。

Boarders should meet guests in living rooms or in other designated spaces in dormitories from 7:00 AM to 23:00 PM. Guests entering boarders' rooms should gain permission from the Student Services and Dormitory Division (during office hours) or the Military

Education and Student Safety Division (before and after office hours, and on holidays and on weekends).

- 七、寢室床位編定後，不得私自互調；住宿異動，須經學務處住宿服務組核准並於期限內完成搬遷。

After rooms in dormitories have been assigned and distributed, transferring rooms privately without permission is not allowed. Changing and transferring rooms should gain permission from the Office of Student Guidance.

- 八、不得在宿舍或寢室內停放機車、腳踏車或飼養動物。

Parking motorcycles and bicycles and keeping pets in dormitories or in the rooms are forbidden.

- 九、宿舍及寢室內不得有妨害他人自修與睡眠之行為。

Hindering other boarders' studying and sleeping in the dormitories and rooms is forbidden.

- 十、不得於宿舍內進行商業行為。

Conducting business activities in the dormitories is forbidden.

- 十一、住宿生應維持宿舍環境整潔，不得於陽臺或公共區域擺(堆)放個人物品。

Boarders should keep the dormitory environment clean. Placing and storing personal belongings on the terrace or in public areas in the dormitories are forbidden.

- 十二、不得擅自變更宿舍原有設施及器材，如有損壞或遺失，應照價賠償。

Altering the original facilities and equipment in the dormitories is forbidden. Anyone who breaks or loses the original facilities and equipment must pay for the damage or loss according to their prices.

- 十三、不得私自佔用宿舍公用物品及設施。

Appropriating public property and facilities in dormitories is forbidden.

第廿九條 宿舍維護及清潔：

Article 29 Maintenance and Cleaning of Dormitories

- 一、住宿生應愛惜公物並維持宿舍及寢室內設施正常使用，如有損壞時，應上網進行報修程序。

Boarders should cherish public property and maintain the normal use of the indoor facilities and equipment in the dormitories and in the rooms. If the facilities, furniture and equipment have a breakdown or are broken, boarders should report the damage through the online report and repair system.

- 二、張貼各種海報、文宣品、通告等，應向學務處住宿服務組申請，通過後始得於指定之位置或公告欄內為之，未經申請或申請未通過者得逕行拆除。

Any kind of poster, propaganda or announcement print should be submitted to the Office of Student Guidance for approval. Posters, propaganda and announcement prints must be posted on a designated bulletin board with approval.

- 三、寢室所屬之浴廁、陽臺，應由住宿生自行清掃，每學期關舍須配合檢查，若未自行清理且遺留大量垃圾，經判定為惡意行為者勒令退宿。

Shower rooms, washrooms, and terraces in dormitory rooms should be cleaned by boarders living in each room. Before the dormitories are closed every semester, the boarders shall cooperate with the inspection procedure. If the boarders are determined to leave the areas uncleaned and a large amount of garbage on purpose, their rights to live in dormitories will be abolished.

- 第三十條 違反本辦法第廿八條第一款至第四款者，第一次書面警告當事人，第二次勒令退宿並書面通知當事人、家長/監護人與導師。

Article 30 Those violating Article 28-1-4 of the Regulation will be admonished in written form for the first time and receive an official injunction to move out for the second time and the party, his (her) parent/guardian, and mentor will be informed in written form.

違反本辦法第廿八條第五款至第七款者，第一至第二次書面警告當事人，第三次勒令退宿並書面通知當事人、家長/監護人與導師。

Those violating Article 28-5-7 of the Regulation will be admonished in written form for the first and second time, but will receive an official injunction to move out for the third time and the party, his (her) parent/guardian, and mentor will be informed in written form.

違反本辦法第廿八條第八款至第十三款者，第一至第四次書面警告當事人，第五次勒令退宿並書面通知當事人、家長/監護人與導師。

Those violating Article 28-8-13 of the Regulation will be admonished in written form for the first to the fourth time and receive an official injunction to move out for the fifth time and the party, his (her) parent/guardian, and mentor will be informed in written form.

住宿期間違反本辦法第廿八條各款者得累計之；累計第一款至第七款書面警告達三次者，或累計各款書面警告達五次者，雖未達前三項個別規定，仍應予以勒令退宿並書面通知當事人、家長/監護人與導師。

The violation of each item of Article 28 of the Regulation during living in the dormitory will be accumulated. Those violating item 1-7 and receiving written admonishment for three times and written admonishment of each item for five times will receive an official injunction to move out for the fifth time and the party, his (her) parent/guardian, and mentor will be informed in written form although the violator may not meet the individual regulation of the abovementioned three items.

住宿期間違反本辦法第廿八條各款，雖未達前四項勒令退宿規定，惟已逾勒令退宿標準二分之一者，次一學年宿舍抽籤順序列第三順位，學務處住宿服務組並得逕行調整其床位。Those who violate each item of Article 29 of the Regulation during living in the dormitory will be listed in third priority if the violations have been reached one half of official injunction standards to move out although the violator may not meet the individual regulation of the abovementioned four items.

第一項至第四項所稱書面警告，包括依行政程序簽核之勸導單及懲處案。

The written admonishment as referred from item one to four shall include the warnings and punishments issued according to administrative procedures.

第卅一條 未經核准而擅自住宿者，應立即搬離宿舍並補繳住宿費。

以宿舍床位獲取利益或將宿舍床位轉讓者，註銷其住宿資格並禁止參加次一學年宿舍抽籤，另以書面通知當事人、家長/監護人與導師。已著手進行而未遂者亦同。

Article 31 Those living in the dormitories without permission shall move out from the dormitory immediately and pay for the dormitory fee. The eligibility for dormitory of those attempting to transfer (sublet) their dormitory will be annulled, and the party, his (her) parent/guardian, and mentor will be informed in written form.

第卅二條 非該宿舍之住宿生，未經申請核准，不得進入該宿舍寢室或非會客場所。

Article 32 Boarders shall not enter rooms or non-reception area of other dormitories without permission.

第卅三條 凡違反宿舍規定遭勒令退宿學生，在學期間不得申請住宿。

Article 33 Students who are expelled from a dormitory by an injunction to move out from the dormitory may not apply for moving in the dormitory again.

第卅四條 違規學生觸犯本校「學生獎懲辦法」之部分，另依獎懲辦法處理。

Article 34 Students who violate “The Regulations for Rewarding and Punishing Students” of NCU in dormitories will be dealt with according to the regulations mentioned above in this article.

第六章 附則

Chapter 6 Additional Items

第卅五條 本辦法第十五條之修繕及清潔等成本費用，由住宿服務組每年彙整簽請轉入宿舍費流水項下作為添購宿舍物品及清潔打掃所衍生之費用。

Article 35 The Campus Assistance Division, Office of Student Affairs will summarize the maintenance and cleaning costs set forth in article 15 and transfer the amount to the dormitory fund for the expenses derived from purchase of dormitory objects and cleaning every year.

第卅六條 本辦法經學務會議通過後公布施行，修正時亦同。

Article 36 The Regulation and its amendment shall be submitted to Student Affairs Council for review and approval before announcement for implementation.

附表 修繕及清潔等成本費用一覽表
Attached Table of Maintenance and Cleaning Costs

<u>項目</u> <u>Item</u>	<u>成本費用</u> <u>Cost</u>
寢室鑰匙未歸還 Not returning the room key	300元
寢室清潔不合格 Disqualified room cleaning	1000元
惡意遺留大量垃圾 Leave mass amount of garbage intentionally	加重2倍清潔費用 Double cleaning fee
逾時未完成退宿 Not finishing the moving out procedures on time	1000元
公物遺失-門禁卡 Lost of public property- access card	100元
公物遺失-頂曬補助冷氣卡 Lost of public property- air conditioning card subsidy for sun protection on roof	50元
公物損壞-寢室物品 Lost of public property- room objects	依照市價 Actual market price