

義守大學學生宿舍生活公約

96 年 5 月 30 日學生事務處處務會議修訂通過

96 年 6 月 20 日簽奉校長核定公告

103 年 2 月 25 日校長核定公告修正全文

106 年 7 月 26 日校長核定公告修正全文

108 年 2 月 20 日行政會議修正通過(2、6、8、9、11 點)，108 年 2 月 22 日校長核定公告

住宿學生(以下簡稱住宿生)為維護宿舍之安全、安寧與生活品質，於住宿期間願遵守下列規定：

一、進住及退宿：

- (一) 按分配床位進住，期滿依規定時間退宿；未經核准不得擅自進住、退宿、頂讓或變更床位，住宿期間因管理需要進行寢室調整或合併時，住宿生應配合辦理，不得異議。
- (二) 進住前應繳清住宿費；進住時，應自行清點核對公共財物及領用物品，若有短缺或損壞應即報告或請修。
- (三) 退宿時，住宿生應會同管理人員清點、繳還公物，繳清欠費，並完成清潔、復原，如有損壞或遺失依規定賠償，逾期未賠或故意毀損者，依規定議處並函告家長理賠。

二、住宿規定及活動：

- (一) 住宿生應經常瀏覽宿舍公布欄及網路各項公告，遵守宿舍管理要點及相關住宿規定，並接受宿舍生活輔導老師及學生幹部督導。
- (二) 住宿生應參加住宿生座談會、室長(或代表)會議及防災逃生訓練等活動，並每二週參加宿舍社區服務一小時
- (三) 住宿生應依宿舍公告時限完成各項作業手續，逾時得拒絕受理或依罰則辦理。

三、宿舍門禁規定：

- (一) 住宿生應於 23 時 30 分前返回寢室，宿舍大門於 23 時 30 分關閉後，翌日 6 時開啟後始得外出。
- (二) 住宿生一律由宿舍正門進出，如攜帶大型物品進出，必要時應接受管理人員檢查。
- (三) 宿舍、停車場大門或電梯設有刷卡裝置者，應刷卡進出，並隨手關閉，以維護公共安全。
- (四) 申請停放於第二宿舍區之汽、機車，應配合道路交通管制，自 23 時 30 分後至翌日 7 時止，禁止進入。

四、宿舍晚點名：

- (一) 除例假日(含放假前一日)外，因事外宿時應先完成請假手續。
- (二) 每月實施 1 至 2 次宿舍晚點名，點名時間為 23 時至 24 時，點名未到者於當晚 24 時前補點，逾時在管理站登記晚歸；晚點名無故未到 1 次或晚歸達 3 次者，均依本校等相關規定懲處並通知家長。

五、宿舍會客規定：

- (一) 會客時間為 8 時至 20 時，非該宿舍住宿人員或非因公務，進入宿舍前均應辦理會客手續。
- (二) 除同性直系尊親屬外，其餘親友應在交誼廳或會客室會面。非經核准，不得進入異性宿舍，亦不得留宿非住宿生或親友。

六、宿舍安全規定：

- (一) 安全門、樓梯均應保持暢通；消防器材、緩降機繩應放置定位；住宿時應了解緊急鈴位置及逃生疏散路線，以策安全。
- (二) 不得在宿舍擅自接裝非經許可或影響安全之私人電器用品，嚴禁存放違禁、危險物品；禁止燃放鞭炮、煙火；禁止炊爨、喝酒、賭博（含持有麻將等賭具）、餵養動物，或從事危險、違法、推銷營利及妨害公共安全之行為。
- (三) 住宿生應妥善保管財物，寢室避免存放現金或貴重物品，房門及抽屜鑰匙應妥善保管；離開寢室宜鎖門（務必自行攜帶鑰匙，借用鑰匙達 3 次者處以愛校服務），寒暑假離校期間，貴重物品務必帶回。

- (四) 嚴禁攀越寢室窗台、陽台及頂樓女兒牆等具危險性建築場域。
- (五) 嚴禁任何危害公共環境、他人或個人安全之行為。

七、宿舍環境整潔：

- (一) 應共同維護宿舍公共衛生，消除疾病傳染媒介，若罹患傳染病應主動隔離及報備。
- (二) 依規定參加宿舍整潔競賽，接受評比檢查；寢室內應保持整潔，門窗玻璃、牆壁、地面、套房浴廁等設施應經常清理。
- (三) 垃圾應自行分類，並遵守垃圾不落地政策，在指定時間送垃圾車或資源回收處，不得堆（棄）置在陽台或公共空間。
- (四) 不可將泡麵、垃圾丟（倒）入馬桶、飲水機或水槽內，以免阻塞；宿舍內嚴禁吸菸，不丟棄垃圾，不吐檳榔汁，以維護整潔。

八、維護宿舍安寧：

- (一) 宿舍區應維護安寧，嚴禁喧嘩；談話或聽音樂、看影片，以在寢室內聽到或看到為原則，並尊重室友正常作息。
- (二) 洗衣機、烘衣機、脫水機及交誼廳電視機在 23 時 30 分後禁止使用，以免影響其他住宿生正常作息。

九、宿舍水電管制：

- (一) 住宿生應節約水電，避免浪費資源，並由宿舍生活輔導老師及宿舍幹部負責管制。
- (二) 寢室大燈應於 24 時前熄滅；公共區域電燈於入夜開啟，天明關閉。
- (三) 冷氣空調於 11 月至翌年 3 月間，如室內溫度達攝氏 26°C 以上，將視情況開放供應，其餘季節依學生宿舍管理要點規範時間供應。

十、維護觀瞻：

- (一) 宿舍公物應依正確方法使用，不擅自移動位置、拿進寢室或攜出宿舍；不擅自變更門鎖（擋），設施損壞應報請修繕。
- (二) 住宿國際學舍三館不得在陽台晾曬衣物，第二宿舍區晾曬衣物不得超過陽台圍欄高度；鞋子不放置門外。

(三) 不穿著內(睡)衣等不適當衣物站立陽台或對戶外大聲呼叫；離開宿舍區務必服裝整齊，以維持校園禮儀。

(四) 未經權責單位核准，不得在宿舍張貼海報、廣告或宣傳物。

十一、違反生活公約或住宿規定經查證屬實者，視情節輕重依本校等相關規定懲處，取消下學期申請續住之權利，嚴重時得依本校規定予以退宿，並限制一年內不得申請住宿；依本校「學生獎懲辦法」及相關規定違規懲處累計達乙次大過或違反以下情事者，得合併依本校規定予以退宿處分：

(一) 在宿舍賭博或打麻將。

(二) 私帶異性進入宿舍或潛入異性宿舍。

(三) 私自頂讓床位。

(四) 在宿舍偷竊或從事違法、危害公共安全與秩序行為情節嚴重。

(五) 違反政府及學校垃圾處理規定情節嚴重。

(六) 於宿舍區吸菸經查獲後再犯。

(七) 因專案或公費資格住宿者，未依規定請假無故未到達3次，立即取消住宿資格，並追繳本學期住宿相關優惠費用。

十二、本公約經行政會議審議通過，陳請校長核定後自公告日實施。

Housing Regulations for Dormitory Residents at I-Shou University

Amendments to the Regulations adopted on May 30, 2007 by the Office Affairs Council of the Office of Student Affairs Promulgated with the consent from the President dated on June 20, 2007

Amendments to the Regulations promulgated with the consent from the President dated on February 25, 2014

Amendments to the Regulations promulgated with the consent from the President dated on July 26, 2017

Amendments to Provisions II, VI, VIII, IX and XI adopted by the University Administration Council on February 20, 2019 and ratified and promulgated with the consent from the President dated on February 22, 2019

Dormitory residents (hereinafter referred to as “residents”) hereby agree to comply with the following rules in order to maintain a secure, peaceful, and quality living environment:

I. Moving in and out:

1. Residents shall move into the dorm room assigned to them and complete the check-out process when the accommodation period expires. Residents are not allowed to move in/out or transfer or exchange the dorm vacancy with others unless with prior consent from the University. Residents shall follow instructions to change rooms or roommates if it is necessary for dormitory management.
2. Residents shall pay accommodation fees before moving in. Residents shall check the quality and quantity of dormitory property and supplies distributed to them right after moving in. Residents shall report to dormitory superintendents or apply for repair in case of shortage or damage.
3. Before moving out, residents shall return dormitory property, pay off payables, and clean and restore the dorm room under the supervision of dormitory superintendents. Residents are held liable for compensation in case of any damage to or loss of dormitory property. Those who fail to make compensation by a given deadline or are found to have caused any damage on purpose will be punished pursuant to the University’s regulations and rules, and the University will notify their parents of making compensation.

II. Dormitory Rules and Activities:

1. Residents shall visit the University’s website and dormitory bulletin boards for dormitory-

related announcements, abide by the Guideline on Student Dormitory Management at I-Shou University and other applicable rules, and receive guidance and supervision from dormitory superintendents and dormitory cadre members.

2. Residents shall take part in dormitory forums, assemblies of dorm room leaders (representatives), and disaster drills, and they shall fulfill one hour of community service every two weeks.
3. Residents shall complete all necessary application formalities by a given deadline as announced by dormitory management offices. Late application will NOT be considered, and those who have missed the deadline may be punished in accordance with the applicable rules.

III. Dormitory Curfews:

1. Residents shall return to their dorm rooms by 11:30 p.m. The dormitory main entrance is closed from 11:30 p.m. through 06:00 a.m.
2. Residents shall enter or leave through the main entrance; those who enter or leave the dormitory with large luggage shall accept security check by dormitory superintendents.
3. If an access control system has been installed at the dormitory entrance, the parking lot, or elevators, residents shall enter or leave with an access card and keep the doors closed at all times to ensure public safety.
4. Residents who are permitted to park their cars or motorcycles around Dormitory 2 shall comply with traffic control measures, and cars and motorcycles are not allowed to access the dormitory area from 11:30 p.m. through 07:00 a.m.

IV. Nighttime Roll Call:

1. Residents who wish to stay elsewhere overnight shall apply for leave of absence in advance, except on national holidays and the day before holidays.
2. Nighttime roll calls are made once or twice a month, and dormitory superintendents will call the roll at each and every dorm room between 11:00 p.m. and 12:00 midnight on a given day. Those who miss the roll call shall report to the dormitory management office by 12:00 midnight, and those who report to the office after 12:00 midnight will be registered as returning late. Residents who have missed the roll call without legitimate reasons (for once) or have returned to the dormitory late (for three times) will be punished in accordance with the applicable rules, and the University will notify their parents or guardians of the situation.

V. Meeting Guests:

1. Residents are allowed to meet guests from 08:00 a.m. through 08:00 p.m. Non-residents are required to sign in before entering the dormitory, except for those for official purposes.
2. Residents shall meet guests in the dormitory common room, except for lineal ascendants

of the same sex. Residents shall neither enter areas where residents of the opposite sex live nor allow non-residents, relatives, or friends to stay overnight, unless with prior consent.

VI. Dormitory Security:

1. Emergency exits and staircases shall be kept clear at all times, and the fire-fighting equipment and ropes of emergency escape sling shall always be placed in the same location. When moving into the dormitory, residents shall fully understand the locations of emergency bells and evacuation routes to ensure their own safety.
2. Residents are strictly prohibited from a) using personal electrical appliances which may endanger fellow residents without prior consent; b) storing illegal or dangerous substances at the dormitory; c) setting off firecrackers or fireworks; d) cooking, drinking, gambling (including possessing mahjong tiles or other gambling paraphernalia) and keeping pets; or e) getting involved in any activities that are dangerous, illegal, profit-seeking, or jeopardous to public security.
3. Residents shall safeguard their personal belongings and not leave their money or valuables at their dorm rooms. Residents shall always bring keys to the room door and drawers with them, and lock the door whenever they leave their dorm room. (Residents shall bring these keys with them; those who have borrowed keys for three times shall be asked to do campus service as punishment.) Residents shall bring all the valuables back home during summer and winter vacations.
4. Residents are strictly prohibited from climbing up or over dangerous areas, such as window sills, balconies, and parapets.
5. Any behavior which may damage the public environment or jeopardize the safety of oneself and others is strictly prohibited.

VII. Keeping the Dormitory Neat and Tidy:

1. Residents shall keep the dormitory neat and tidy and eliminate disease vectors. Residents shall actively quarantine themselves and report to the University without delay should they be infected with any contagious disease.
2. Residents shall take part in the dormitory cleanliness competition and accept cleanliness inspections. Residents shall keep their dorm rooms neat and clean, and often clean up door/window glass, walls, floors, and bathrooms.
3. Residents shall sort and recycle wastes. To keep trash off the ground, residents shall take out their garbage at the designated time when garbage trucks arrive, or they shall take out their garbage to the disposal field. The trash shall not be placed on the balcony or in public spaces.
4. Residents are strictly prohibited from a) dumping instant noodles or wastes into the toilet, drinking fountain, or sink for fear of pipe blockage; b) smoking at the dormitory; and c)

littering or spitting out the betel nut juice.

VIII. Keeping the Dormitory Quiet:

1. Residents shall keep the dormitory quiet, and no noise is allowed at the dormitory. When chatting, listening to music, or watching a video, residents shall keep the volume as low as possible and respect the lifestyle of their roommates.
2. Residents shall not use washing machines, spin dryers or dryers or watch TV in the dormitory common room after 11:30 p.m. in a bid to avoid disturbing other residents.

IX. Reasonable Use of Water and Electricity:

1. Residents shall make reasonable use of water and electricity for fear of wasting resources. Dormitory superintendents and dormitory cadre members are responsible for controlling water and electricity supply at the dormitories.
2. Residents shall turn off the main lighting at their dorm rooms by 12:00 midnight while the lighting in public spaces is on at nightfall and off at dawn.
3. Air-conditioning is operated throughout the year, except for the period between November and March of the following year. The air-conditioning will be operated only if the indoor temperature reaches 26 degrees Celsius during the aforesaid five months.

X. Dormitory Maintenance:

1. Dormitory property shall be used with care and not be displaced or taken into the room or out of the dormitory. Residents are not allowed to change door locks or door stoppers, and they shall apply for repair if any dormitory facility is damaged.
2. Residents at International House III are barred from hanging or drying their clothes on the balcony while those at Dormitory 2 shall not hang or dry their clothes over the balcony enclosure. No shoes shall be placed on the corridor.
3. Residents are barred from being dressed improperly (e.g. in underwear or pajamas) on the balcony or yelling outward. Residents shall be groomed and well-dressed when leaving the dormitory as per campus etiquette.
4. Residents are not allowed to put up posters, advertisements, or promotional materials at the dormitory unless with prior consent of the competent authorities.

XI. Residents who are found to have violated any provision of the Housing Regulations for Dormitory Residents at I-Shou University or dormitory-related rules shall be deprived of the right to continue living at the dormitory for the next semester. Those who are involved in a serious violation shall be evicted from the dormitory, and no application for on-campus accommodation will be considered for a period of one year. Pursuant to the Regulations for Student Rewards and Punishments at I-Shou University and other applicable rules, residents who have accumulated a major demerit or have been involved in any of the following situations shall be evicted from the dormitory in addition to the aforesaid punishment.

1. gambling or playing mahjong at the dormitory;
2. bringing guests of the opposite sex to the dorm room without prior consent or sneaking into the dormitory where residents of the opposite sex live;
3. transferring the dorm vacancy to a third party without prior consent;
4. being found to have committed theft, or having been involved in activities which are illegal or jeopardous to public security and order at the dormitory;
5. having seriously violated the government's or the University's regulations and rules regarding garbage disposal;
6. being found to have smoked in the dormitory area for a second time; or
7. if a resident who lives at the dormitory as required by the applicable scholarship regulations or who is exempted from accommodation fees has missed the nighttime roll call for three times, he/she will be evicted from the dormitory and asked to return the accommodation fees which have been exempted in the current semester.

XII. The Regulations become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Regulations, the Chinese language version shall prevail.