

# 國立中山大學學生宿舍管理要點

## Guidelines on the Management of Student Dormitory

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### 第一章 總則

#### Chapter 1 General Principles

- 一、為完善學生宿舍管理，提高學生住宿品質並達成生活教育之目的，特訂定本管理要點。
  - I. These guidelines are formulated to promote better management of student dormitories, enhance the quality of student accommodation, and achieve the purpose of life education.
- 二、本校學生宿舍係指武嶺山莊之一、二、三、四村，翠亨山莊之 A、B、C、D、E、F、G、H、L 棟，供本校在校學生住宿之用。
  - II. Student dormitories include Village 1, 2, 3, and 4 of Wu-ling Villa and Building A, B, C, D, E, F, G, H and L of Tsui-heng Villa.
- 三、住宿學生為自我規範宿舍生活、爭取住宿學生福利，並與宿服組協力管理學生宿舍，應組織學生宿舍自治委員會。學生宿舍自治委員會組織章程另訂之。
  - III. Students in the dormitories shall organize the Dormitory Self-governing Committee to regulate the dormitory affairs, negotiate for the benefits of resident students, and assist the Campus Housing Service Division (CHSD) of the Office of Student Affairs (OSA) in dormitory management. The *Regulations for the Establishment of the Dormitory Self-Governing Committee* shall be formulated separately.
- 四、學生事務處宿舍服務組（以下簡稱宿服組）負責策劃、執行與督導學生宿舍管理業務，並由相關行政人員執行下列各款事項。
  - IV. The CHSD shall plan, implement, and supervise relevant management affairs of student dormitories and carry out the following tasks:
    - （一）住宿學生住宿生活之輔導。
      - （1） providing guidance to students on dormitory life,

(二) 住宿學生相關規範之傳達。

(2) disseminating dormitory-related regulations to students,

(三) 住宿學生有關宿舍生活獎懲事項之提報。

(3) reporting resident students' merits and demerits based on their behaviors in dormitories,

(四) 學生宿舍自治委員會任務推行之協助與輔導。

(4) assisting in implementing the tasks of the Dormitory Self-governing Committee,

(五) 學生宿舍安全措施之策劃、建議與申請。

(5) planning, suggesting, and applying for safety measures in student dormitories, and

(六) 學生宿舍各項公物（設備及設施）之維修、整理與保管。

(6) managing, maintaining, and ensuring the proper functioning of public property (including equipment and facilities) in student dormitories.

五、 為方便學生宿舍之分配與管理，宿服組得將學生宿舍分為男生宿舍、女生宿舍和性別友善宿舍；必要時，得再分為研究生和大學部宿舍。為定期保養維修之需要，得將宿舍分區，並將同一區分配予同年級學生住宿。

V. To facilitate the allocation and management of student dormitories, the CHSD may categorize dormitories into male, female, and gender-friendly dormitories, and the dormitories may be further divided into undergraduate and graduate student dormitories when necessary. For the purpose of regular maintenance and repair, dormitory rooms may be grouped into zones, with students of the same study grade assigned to the same zone.

六、 為瞭解學生住宿及宿舍安全之情形，每學期宿服組實施宿舍普查乙次，必要時得增加局部抽查或普查次數。普查以不入房方式辦理，實施前應先行公告，住宿生均應配合，不得規避。

VI. To monitor the condition and safety of student dormitories, the CHSD shall conduct a comprehensive inspection of the dormitories each semester, with additional partial and comprehensive inspections when necessary. The inspections shall be conducted without entering the rooms and be announced in advance. All resident students are required to cooperate and may not evade the inspection.

七、 學生宿舍公物分為個人及公用兩部份，如有非自然損壞者，其使用人或共同使用人應負賠償之責任；若為自然損壞或老舊者，依權責由宿服組

或總務處負責維修、改善或補充。個人使用公物須分別於入住及退宿時完成清點。

- VII. The public property in student dormitories is divided into personal or public use. For damage other than normal wear and tear, users themselves or shared users shall be responsible for compensation; for those due to wear and tear or malfunction, the CHSD or the Office of General Affairs (OGA) shall be responsible for maintenance, improvement, or replacement based on their responsible domain. Public property for personal use shall be inventoried when students move into and out of dormitories.
- 八、 學生宿舍內部或周邊各項公物損壞故障需維修時，由住宿學生上網填單報修後，再由宿服組或總務處處理；惟緊急案件得以電話逕洽宿服組或總務處後先行處理，並隨後補單。
- VIII. Resident students shall submit their repair request online if they find the public property is damaged or malfunctioning. Upon receiving the repair request from students, the CHSD or the OGA shall then handle it promptly. In an urgent case, resident students may contact the CHSD or the OGA directly by phone for immediate assistance and submit the repair request later.
- 九、 學生宿舍寢室內之電力依使用者付費原則供應。
- IX. Electricity in the dormitory rooms shall be supplied on a pay per use basis.
- 十、 學生宿舍設有餐廳、日用品供應處或其他服務設施者，其招標、訂約、解約等事項，由空間規劃管理暨公共藝術委員會依相關規定辦理之。
- X. Contract tendering, drawing, and termination of dormitory cafeterias, shops for daily items and other service facilities shall be managed by the Space Planning and Public Arts Committee of the OGA in accordance with relevant regulations.

## **第二章 住宿申請**

### **Chapter 2 Dormitory Application**

- 十一、 學生如有住宿需求，應於宿服組公告時程內完成住宿申請，逾期者將收取行政手續費，逾期一週內申請收取 500 元，逾期超過一週申請收取 1000 元。
- XI. Students with accommodation needs shall complete their dormitory application within the deadline announced by the CHSD. An administrative fee of TWD 500, or TWD 1,000 shall be charged respectively for applications submitted within one week or more than one week after the deadline.

(一) 申請資格：本校大學部、碩士班、博士班在校學生及交換生。

- (1) Eligibility: Undergraduate, graduate, and exchange students at the University shall be eligible to apply for dormitories.
- (二) 住宿登記：除大學部一、二年級學生就學期間為保障住宿外，大學部三年級以上及研究所學生床位由宿服組依床位現況採抽籤分配。中籤者應於規定期限內完成住宿登記程序。
- (2) Registration: Except for freshmen and sophomores guaranteed to reside in the dormitories, juniors, seniors and graduate students who need dormitory accommodation shall go through a draw conducted by the CHSD based on the current availability. Accommodation registration shall be completed within the specified deadline.
- (三) 床位放棄：如中籤後欲放棄者，請於公告日起算後 14 天內送出中籤聲明書，且之後不得再提出該學期之住宿申請，超過 14 天辦理者，不論是否有入住事實，均應繳交相關費用。
- (3) Abandonment: Applicants assigned accommodation who would like to abandon their right shall submit an affidavit within fourteen (14) days from the date of the announcement, and shall not be eligible to apply again in the same semester. Those failing to do so shall pay the relevant fees, regardless of whether they have moved into dormitories.
- (四) 完成繳費：於繳費截止期限前繳納住宿費及宿舍保證金，如有特殊狀況應主動於截止期限前向宿服組申請延期繳費。若未經核准而逾期繳交住宿費者，將依本要點第二十九點記點。
- (4) Payment Completion: Dormitory fee and deposit shall be paid before the stipulated deadline. Resident students with special circumstances shall apply to the CHSD for an extension. Late payment of the dormitory fee without approval may result in receiving violation points in accordance with Article 29 of these guidelines.

## 十二、 優先保障住宿身分：

### XII. Prioritized allocation of accommodations:

具下列身分者，得獲優先保障住宿，惟仍需上網完成住宿申請手續，依申請資料及床位狀況安排床位，未完成網路登記者視為放棄優先住宿之資格。

Students with the following status shall be given priority for accommodations but still need to complete the online application. Accommodation shall be arranged based on their application information and availability of dormitories. Those failing to complete the online application shall be deemed as abandoning their right.

- (一) 具身心障礙證明或教育部特殊教育學生鑑定證明之重度及中度身心障礙者。其日常生活若需他人協助得指定一名陪伴者共同入住。
- (1) students holding a disability card due to severe or moderate disability or the Identification of Disabled Student from the Ministry of Education (MOE), with a designated companion staying together if assistance is needed in their daily lives
- (二) 具鄉鎮區公所開立證明之低收入戶、中低收入戶及領有重大疾病證明者。
- (2) students holding the Certificate of Low to Middle Income Households issued by the township and district offices or the Certificate of Major Illness and Injury
- (三) 離島學生、原住民學生、僑生、外籍學生、運動績優學生、學生宿舍自治委員會幹部（不含補選之委員）、學士後醫學系學生。
- (3) students from outlying island, indigenous students, overseas Chinese students, international students, prominent athlete students, dormitory self-governing committee members (excluding those elected through by-election), and students in the School of Medicine
- (四) 對宿舍有重大貢獻記大功者，得專簽核可後保障次學年度之優先住宿資格。
- (4) students granted the priority for accommodation in the following academic year upon special approval for significant contributions to the dormitory

### 十三、 各學制學生之住宿期限

#### XIII. Accommodation periods for students in different programs and study grades are specified as follows:

本校住宿期程以學年計算（暑假另外申請），第一學期結束後自動續住至第二學期，不需另外申請；第二學期不續住者需於公告時間主動申請退宿，逾期辦理退宿者將依本要點第二十七點收取相關住宿費用。

The accommodation period shall be calculated based on the academic year (a separate application is required for accommodation during the summer break). After the first semester, resident students are eligible to continue their residency for the second semester without reapplying; those discontinuing the residency for the second semester shall apply in advance for a withdrawal within an announced period. Late withdrawals may incur relevant accommodation fees in accordance with Article 27 of these guidelines.

#### (一) 學士班學生：

(1) Undergraduate Students:

- 1、一年級新生：提交住宿申請後，由宿服組統籌分配床位，保障住宿二學年。
  - i. After submitting the dormitory application, freshmen shall be allocated accommodations by CHSD for two academic years.
- 2、升二年級學生如非原住宿生，但有住宿需求者，仍可提出住宿申請，由宿服組統籌辦理住宿作業，保障住宿一學年。
  - ii. Sophomores who are not current dormitory residents but need accommodations may still apply. The CHSD shall allocate accommodations for them for one academic year.
- 3、升三年級與升四年級學生：由宿服組依床位現況採抽籤分配。住宿期限為一學年。
  - iii. Juniors and seniors shall go through a draw conducted by the CHSD based on the current availability of dormitories, and their accommodation period shall be one academic year.

(二) 學生班學生依住宿申請分配床位，床位不足時，依下列順序優先分配：

(2) Undergraduate students shall apply for their accommodations and be assigned accordingly. When there is a shortage of accommodations, the priority shall be given in the following order:

- 1、設籍本校鄰近行政區以外之一年級新生。
  - i. freshmen who are registered residents outside the administrative districts adjacent to the University
- 2、設籍本校鄰近行政區之一年級新生。
  - ii. freshmen who are registered residents in the administrative districts adjacent to the University
- 3、設籍本校鄰近行政區以外之二年級以上學生。
  - iii. sophomores or above who are registered residents outside the administrative districts adjacent to the University
- 4、設籍本校鄰近行政區之二年級以上學生。
  - iv. sophomores or above who are registered residents in the administrative districts adjacent to the University

(三) 碩士班、博士班：碩士班一年級學生中籤後，住宿期限為二學年；

博士班一年級學生中籤後，住宿期限為四學年。於住宿期限內不續住者需主動申請退宿，未依程序辦理退宿將依本要點收取相關住宿費用。如遇特殊情況或不可抗力之因素，宿服組得視床位狀況，縮短碩士班與博士班學生每次住宿期限為一學年並逐年申請。

(3) Graduate Students: First-year master's students assigned accommodation may reside for a maximum of two academic years, while for first-year doctoral students a maximum of four academic years. Students intending to discontinue their dormitory residency during the approved period shall apply for a withdrawal. Certain fees shall be imposed on those failing to complete the withdrawal procedure in accordance with these guidelines. In the event of special circumstances or force majeure, the CHSD may shorten the accommodation period to one academic year based on availability for master's and doctoral students, along with an annual application required.

(四) 延畢生：含學士班五年級以上、碩士班三年級以上及博士班五年級以上，視床位狀況開放申請住宿，每次申請之住宿期限最長為一學年。

(4) Students Deferring Graduation: Those in their fifth year of bachelor programs, third year of master's programs, and fifth year or above of doctoral programs or above may apply for accommodations based on availability. The maximum accommodation period for each application shall be one academic year.

本校鄰近行政區為：高雄市鹽埕、鼓山、左營、楠梓、三民、新興、前金、苓雅、前鎮、旗津、小港、仁武、鳥松、鳳山等 14 個行政區。

The administrative districts adjacent to the University are Yancheng, Gushan, Zuoying, Nanzi, Sanmin, Xinxing, Qianjin, Lingya, Qianzhen, Qijin, Xiaogang, Renwu, Niasong and Fengshan Districts of Kaohsiung City.

十四、 學生宿舍每間寢室以住滿為原則，如未住滿，宿服組得分配新申請學生進住，住宿同學不得異議。

XIV. In principle, each dormitory room shall be fully resided. The CHSD may assign new student applicants to any vacancies, and students residing in the room shall not object.

十五、 住宿費減免：

XV. Dormitory Fee Waiver:

(一) 減免資格：低收入戶及中低收入戶子女。

- (1) Eligibility: students from low and middle-income households
- (二) 檢附資料：國立中山大學抵免住宿申請表、低收入或中低收入戶證明、戶口名簿。
- (2) Documents needed: Application Form for Dormitory Fee Waiver, Certificate of Low and Middle Income Households, and the Household Registration Transcript.
- (三) 欲申請免繳住宿費者需以生活服務學習方式折抵住宿費，並於當學期完成；未完成時數抵免者喪失下一學期之申請減免資格，且需補繳未完成抵免之時數所對應的住宿費用。
- (3) Students applying for dormitory fee waiver shall complete service-learning activities to offset their dormitory fee before the end of the semester. Those failing to complete the required hours may lose their eligibility to apply for dormitory fee waiver in the following semester and shall pay the corresponding dormitory fee for the incomplete service hours.

### **第三章 床位異動**

#### **Chapter 3 Room Change**

- 十六、 住宿生如因特殊原因須異動床位者，需填具「中山大學學生宿舍更換寢室流程單」繳交至宿服組，經核可後始可調換床位。
- XVI. Resident students seeking a room change due to special reasons shall submit the “Form for Changing Dormitory” to the CHSD. The room shall be changed only after approval.
- 十七、 床位異動範圍以同一學制之區域為原則，並由宿服組統籌調整床位。
- XVII. In principle, students may only change their room within the same zone, and subject to the CHSD’s allocation.
- 十八、 一學期可免費異動一次，第二次起更換床位需酌收清潔費 500 元。
- XVIII. One free room change is allowed per semester, but a cleaning fee of TWD 500 shall be charged from the second time onwards.
- 十九、 住宿期間主動申請異動至住宿費較低之寢室將依比例予以退費；異動至住宿費較高之寢室需依比例補足住宿費差額。
- XIX. Students changing their room to one with a lower fee shall be refunded proportionally, and to one with a higher fee shall pay the difference proportionally.
- 二十、 未向宿服組提出申請而自行異動床位或寢室，經查屬實，依本要點第二



十九點進行記點。

- XX. Students changing their room without applying to CHSD shall receive violation points in accordance with Article 29 herein after their change is substantiated.

#### **第四章 退宿**

#### **Chapter 4 Withdrawal from Dormitories**

二十一、住宿學生有下列情形之一者應辦理退宿：

- XXI. Students with any of the following circumstances shall withdraw from dormitories:

(一) 畢業、休學、退學、轉學。

(1) graduating, suspending, being dismissed, or transferring out,

(二) 住宿期滿且次學期未獲分配床位者（以下簡稱住宿期滿）。

(2) reaching the end of their accommodation period and not assigned to any for the upcoming semester,

(三) 自願退宿。

(3) voluntary withdrawal from dormitories,

(四) 違反規定被勒令退宿者。

(4) violating the regulations and being evicted from dormitories, or

(五) 因其它因素或特殊情形而終止住宿契約者。

(5) having the accommodation agreement terminated due to other reasons and special incidents.

二十二、退宿申請

- XXII. Application for a Withdrawal from Dormitories

(一) 住宿期滿退宿者，不需申請退宿，應於宿服組公告之當期住宿截止日期前完成「離宿流程」並離開宿舍。

(1) Students reaching the end of their accommodation period do not need to apply for a withdrawal, and just complete the “withdrawal procedure” before the accommodation deadline within the current period as announced by the CHSD.

(二) 具自動續住資格但因個人因素欲於新學期退宿者，需先於宿服組公告「退宿申請」期限內主動申請退宿，再於當期住宿截止日期前

完成「離宿流程」並離開宿舍。

- (2) Those who are eligible to continue their dormitory residency but decide not to continue for the new semester shall first apply for a withdrawal within the announced period of “withdrawal application,” and complete the “withdrawal procedure” before the accommodation deadline within the current period.
- (三) 學期中因其他因素欲辦理退宿者，須親至宿服組填寫退宿申請單，並於提交退宿申請單後 3 日內完成「離宿流程」並離開宿舍。
- (3) Those who intend to withdraw from dormitories during the semester for other reasons shall personally visit the CHSD to fill in the Form for Withdrawal from Dormitory, and complete their withdrawal procedure within three (3) days after submitting the said form.

## 二十三、離宿流程

### XXIII. Procedure of Withdrawal from Dormitories

退宿者持「中山大學學生宿舍離退寢室流程單」至所屬之宿舍服務站辦理退宿，並確認下列事項：

Students shall complete their procedure by submitting their Form for Withdrawal from Dormitory to their affiliated dormitory service desk and clear the following matters:

- (一) 欠費查核：查核寢室電費及住宿費等相關費用是否已完成繳交。若有積欠費用（電費、住宿費、公務損毀賠償費、清潔費等）者，宿服組得限制退宿手續或離校手續之辦理。
- (1) Arrears Checking: Students shall pay off their electricity bills, dormitory fees and other relevant fees. The CHSD may restrict the processing of withdrawal or leave procedure if any outstanding payments remain (including electricity bills, dormitory fees, compensation for vandalism, and cleaning fees).
- (二) 床位清空：住宿生退宿時，應將所有個人物品搬離並完成所屬床位清理工作。經宿舍服務員清查有任何非宿舍原有之遺留物品所衍生之額外清潔費用，由原住宿學生負擔，將不退還宿舍保證金。
- (2) Space Cleaning: Students shall remove all their personal belongings and clean their assigned space when withdrawing from dormitory. They shall responsible for any additional fees incurred from the clearance of the non-dormitory items found by the dormitory attendant, and the dormitory deposit shall not be refunded.
- (三) 設備清點：住宿生退宿時，應與宿舍服務員清點房間公物及設備

(含寒、暑假離宿之清點)，如有遺失或毀損情形，應俟其賠償後，始得申請退宿。所屬服務站受理退宿申請時，應檢查寢室並確實清點確認。賠償標準另訂之。

(3) Equipment Inventory: Students and the dormitory attendant shall conduct an inventory of public property and equipment together in the room (including during winter and summer breaks). In a case of any loss or damage, students shall pay for it before applying for withdrawal. Individual dormitory service desks shall inspect and ensure the inventory is verified when handling the application. Compensation standards shall be stipulated separately.

(四) 鑰匙(或感應扣)繳回並取消進出權限：完成個人物品搬離及寢室清理工作後，將房間鑰匙(感應扣)繳交至所屬服務站由宿舍服務員簽收，並取消學生宿舍進出權限。

(4) Returning Keys (or Access Cards) and Cancelling the Access Permission: After the removal of personal belongings and cleaning of dormitories, students shall submit their room key to the dormitory attendant at their affiliated service desk and their access permission shall be cancelled accordingly.

(五) 住宿學生未於規定期限內完成退宿流程者，將勒令搬離並依校規處理，且按逾期日數負擔行政手續費每日新台幣 500 元，並得由宿舍保證金抵銷。

Students failing to complete their withdrawal procedure within the stipulated period shall be evicted from dormitories and handled with relevant regulations. For each day overdue, an administrative fee of TWD 500 shall be charged and deducted from the dormitory deposit.

對於離宿時無法認定違規者之違規事項，如無法查明時，應由同一寢室的住宿生共同分擔及賠償，並得由宿舍保證金抵銷。

If any violation is found upon moving out but the violator is unidentifiable, the resident students of the room shall share the responsibility to pay for compensation, and the dormitory deposit may be used for such a purpose.

## **第五章 退費**

### **Chapter 5 Dormitory Fee Refund**

#### **二十四、住宿費及宿舍保證金**

#### **XXIV. Dormitory fee and deposit**

(一) 住宿費及保證金金額依宿服組最新公告之「學生宿舍住宿費收費

表」為準，凡獲配床位且未依規定辦理放棄者，不論最終是否入住，應依規定繳交住宿費及宿舍保證金，交換生或非學籍生另案辦理。

- (1) The dormitory fee and deposit shall be charged in accordance with the latest Table of Charging Standards for Student Accommodation announced by the CHSD. Applicants who are assigned accommodation but fail to abandon the right according to relevant regulations shall still pay the dormitory fee and deposit regardless of whether they moving in or not. Exchange students and non-degree students shall be handled separately.
- (二) 住宿費按學期繳納，宿舍保證金一學年繳納一次，於繳交註冊費時同時收取；另候補宿舍者於繳交住宿費時一併收取，不另收暑期宿舍保證金。
- (2) The dormitory fee shall be paid every semester while the deposit once per academic year, and both fees shall be paid at the time when tuitions and miscellaneous fees are collected. Students on the waiting list but then given dormitory residency may pay their deposit along with the dormitory fee. No deposit shall be charged during the summer break.
- (三) 如未違反本要點之規範或抵銷因住宿所生之債務後有餘額，宿舍保證金將於學年結束後無息退至校務資訊系統中登錄學校指定之銀行或郵局帳號，如未登錄住宿生本人帳號或登錄錯誤致無法退款，其退費金額暫轉入學校專戶。
- (3) The dormitory deposit shall be refunded without interest by the end of the academic year to the bank or post office account provided in NSYSU Student Affairs Information System if students do not violate these guidelines or all their dormitory-related debts are settled. The refund may be temporarily transferred to the University's designated account if the students fail to provide their account or register an incorrect one in the said system.

宿舍住宿費收費表應適時檢討，於重大整修案件或當消費者物價指數年增率累計達 3%且基本工資調增率累計達 10%以上者，得依程序建議調整。

Table of Charging Standards for Student Accommodation shall be reviewed periodically. Adjustments may be proposed in accordance with the stipulated procedure in the event of major renovation of dormitory buildings, or when the cumulative annual increase in the Consumer Price Index reaches 3% and the cumulative increase in the minimum salary reaches 10%.

二十五、住宿學生因畢業、休學、退學、轉學而申請退宿者，其住宿費退費標準如下：

XXV. For resident students applying for withdrawal due to graduation, suspension of studies, dismissal or transfer out, their dormitory fee shall be refunded based on the following standards:

(一) 住宿期間未逾全學期三分之一者，退還三分之二住宿費。

(1) Students shall be refunded two-thirds of the dormitory fee if their accommodation period is less than one-third of the entire semester.

(二) 住宿期間已逾全學期三分之一、但未達全學期三分之二者，退還三分之一住宿費。

(2) Students shall be refunded one-third of the dormitory fee if their accommodation period is more than one-third but less than two-thirds of the entire semester.

(三) 住宿期間已逾全學期三分之二者，不得申請退費。

(3) No fee shall be refunded if students' accommodation period is more than two-thirds of the entire semester.

二十六、自開學日起，非因畢業、休學、退學、轉學等因素申請退宿者，不得申請退還住宿費。惟學士班一年級新生及碩士班新生入住後無法適應住宿生活者，得於公告可入住日起七日內辦理退宿，申請退宿者，仍應按住宿天數繳付住宿費用，並外加清潔費 500 元。

XXVI. Students withdrawing from dormitories after the first day of class due to reasons other than graduation, suspension, dismissal, or transfer shall not apply for refund. However, freshmen and first-year master's students unable to adapt to dormitory life may apply for withdrawal within seven (7) days from their move-in date and shall pay the dormitory fee for days of residence proportionally, along with a cleaning fee of TWD 500.

二十七、具自動續住資格者欲退宿應於宿服組公告時間內完成退宿申請，逾期未申請者需親洽宿服組填寫紙本退宿申請。如於學期結束後至次一學期開學前三十一日之間提出退宿申請，應繳納次一學期五分之一住宿費；於開學前三十日至開學前一日之間辦理退宿者，應繳交該學期住宿費四分之一費用。開學後辦理退宿依本要點第二十五、二十六點辦理。

XXVII. Students eligible to continue their residency but apply for withdrawal shall complete the procedure within the announced date by the CHSD, and those failing to do so shall visit the CHSD in person and complete a paper application. Students submitting their withdrawal application between the end of the semester and thirty-one (31) days before the start of the upcoming semester shall pay one-fifth of dormitory fee, while those submitting thirty (30) days before the start of the upcoming semester shall pay one-quarter of the fee. Withdrawal applications submitted after the first day of class shall

be handled in accordance with Article 25 and 26 herein.

二十八、中籤住宿學生欲放棄床位，於中籤名單公佈日起十四日內提出放棄申請者無需繳納任何費用，自第十五日起至開學前三十一日之間申請放棄者，應繳納該學期住宿費五分之一費用。於開學前三十日至開學前一日之間辦理退宿者，應繳交該學期住宿費四分之一費用。開學後辦理退宿依辦要點第二十五、二十六點辦理。第二學期申請退宿依本要點第二十七點辦理。

XXVIII. Applicants who are assigned accommodation but intend to abandon their right and submitting their withdrawal application within fourteen (14) days from the announcement of the draw result need not pay any fee. However, those submitting after the fourteen (14) days of the announcement and up to thirty-one (31) days before the start of the upcoming semester shall pay one-fifth of the fee; those submitting within thirty (30) days before the start of the upcoming semester shall pay one-quarter of the fee. Withdrawal applications submitted after the first day of class shall be handled in accordance with Article 25 and 26 and those submitted for the second semester in accordance with Article 27 herein.

## **第六章 宿舍違規處理辦法**

### **Chapter 6 Disciplinary Actions on Violations of Rules**

二十九、本校住宿學生如有附表一違規記點表下列各款情事，經查證屬實，宿服組將進行違規記點，一學年內累計滿 10 點者，取消其下一學期住宿資格；一學年內累計滿 15 點者，須於三天內搬離宿舍且不予退費，並取消下二學期之住宿資格。

XXIX. Resident students committing any of the behaviors listed in Appendix 1 after verification shall receive violation points issued by the CHSD. Those accumulating ten (10) points within an academic year shall be disqualified from the residency of dormitory for the next semester, and those with fifteen (15) points shall withdraw from dormitories within three (3) days without refund and be disqualified for residency for the following two semesters.

違規記點適用對象不限於住宿生，本校非住宿生因違反第一項各款之規定而被記點者，宿服組應保留點數記錄作為其未來申請住宿時之資格審核依據。

The application of violation points shall not be restricted to resident students. Non-resident students who commit any of the behaviors stipulated in the preceding Paragraph may also receive violation points, which shall be kept by the CHSD and used as a reference for eligibility review in their future dormitory applications.

違規記點得由違規學生提出銷點申請，以服務學習抵之，三小時抵一點，每次申請應抵完所有違規點數。一次記 15 點者不得申請銷點。

Students may apply to offset their violation points through community service, with three service hours offsetting one point. However, students who receive 15 violation points in a single instance shall not be eligible to apply for offsetting.

三十、為查證前條各款事項，宿服組相關管理人員在徵得寢室任一位同學同意或經宿服組組長以上之主管同意後，由學生宿舍自治委員會幹部(含櫃檯服務同學)陪同下進入寢室進行瞭解；但遇有緊急情況，得會同校安人員逕行進入寢室瞭解與檢查，以維護宿舍安全與秩序。經瞭解與檢查，違反前條各款事項屬實者，依前條規定辦理。惟涉及違犯法律規定且已進入司法程序者，則依法律規定處理之。

XXX. To verify matters stipulated in the preceding Article, the relevant staff from the CHSD may enter the room with one member of the Dormitory Self-Governing Committee (including students serving at the front desk) after obtaining the consent from one of the roommates or being approved by the director of the CHSD or the director's superior. In case of an emergency, campus security officers may enter the room for inspection and evaluating the situation in order to maintain the safety and order of dormitories. Any violations substantiated after inspection shall be handled in accordance with the preceding Article. However, cases violating the law and in the judicial process shall be handled in accordance with the law.

三十一、住宿學生應予獎勵或懲罰之行為者，宿服組行政人員應依學生獎懲辦法規定，報請校園生活與職涯發展組辦理。

XXXI. Matters involving resident students' merits and demerits shall be reported to the Student Life and Career Development Division by the administrative officers of the CHSD in accordance with the *Regulations for Student Merits and Demerits*.

## **第七章 暑假住宿**

### **Chapter 7 Accommodation during Summer Break**

三十二、本校在籍學生暑假期間欲留宿者，應依宿服組公告時間提出申請，並集中至分配的宿舍區住宿；獲准留宿之學生，應依規定繳交住宿費，不得取消及退費。

XXXII. Students intending to reside in dormitories during summer break shall submit their accommodation application within the stipulated period announced by the CHSD and then be assigned to designated areas of dormitories after approval. Approved applicants shall pay the dormitory fee per regulations

and shall be not allowed to cancel or ask for refund.

- 三十三、身心障礙學生如有暑假期間不清宿之需求，應於學期結束前向宿服組提出申請；如未依規定時間提出申請，應依宿服組公告時間內完成清宿。
- XXXIII. Disabled students with the need of keeping their personal belongings in dormitories during summer break shall apply to the CHSD before the end of the semester. Those failing to do so shall then remove all their personal belongings within the stipulated period announced by the CHSD.
- 三十四、暑假期間不開放之宿舍，除宿服組相關人員及經申請獲准住宿之學生，其餘皆不得擅自進出宿舍，查有私自留宿或其他情事，按違規標準進行記點。
- XXXIV. Students shall not access to dormitories which are closed during summer break, except for relevant staff in the CHSD and approved students. Violation points shall be issued for unauthorized overnight stays or other violations, depending on their severity.
- 三十五、未申請暑期住宿學生（含僑生及外籍生），須於公告期限內搬離宿舍，並清空所有個人物品，若有遺留物被丟棄，宿服組不負保管及賠償責任。
- XXXV. Resident students (including overseas Chinese students and international students) who didn't apply for accommodation during summer break shall move out of dormitories and remove their personal belongings within the announced period. The CHSD assumes no responsibility for safekeeping or compensation of loss.
- 三十六、暑假短期營隊住宿，需專案提出申請經宿服組組長同意；其他類型需視床況，專案簽准後辦理。
- XXXVI. Application for short-term accommodations during summer break shall be approved by the director of the CHSD. Other types of accommodation are subject to the availability of dormitories and shall be approved through a special request.
- 三十七、寒暑假期間未提供學生住宿之床位，得用以支援辦理活動之所需。宿服組應考量節能省電、宿舍整修作業及床位狀況，安排參與活動學生集中住宿。
- XXXVII. Unoccupied dormitory rooms may be utilized to support the requirements of activities during winter and summer breaks. The CHSD shall take into account energy conservation, dormitory renovation, and current availability when arranging centralized accommodation for students participating the activities.

## 第八章 其他規範事項



## Chapter 8 Other Provisions

三十八、訪客(非本棟住宿生)進入宿舍之規定：

XXXVIII. Provision of visitors (those not residing in the dormitory building) entering dormitories:

(一) 須先向宿舍服務員登記，並徵求室友之同意。

(1) They shall first register with the dormitory attendant and obtain the consent of roommates.

(二) 須穿著宿服組工作背心進入宿舍。

(2) They shall wear a work vest offered by the CHSD.

(三) 訪客須於晚上 12 時前離開。

(3) They shall leave the dormitory before midnight.

三十九、無障礙宿舍「短期安心床位」與「緊急安置床位」申請規定：

XXXIX. Provision of Application for “Short-Term Accommodation” and “Emergency Accommodation” in Accessible Dormitories:

(一) 住宿生因受傷或其他特殊因素需申請短期入住無障礙宿舍者，須於入住日三天以前提出「短期安心床位」申請，經宿服組組長簽核同意後始得入住。

(1) Resident students requiring short-term accommodation of accessible dormitories due to injury shall submit their application three (3) days before moving in. Students shall move into accessible dormitories only after receiving an approval from the director of the CHSD.

(二) 「短期安心床位」每次申請使用期間最長一個月，一個月內保留原床位。因特殊情形需入住「短期安心床位」一個月以上者，須於續住七天前檢附相關證明由系所提出申請並呈學務長審核，核可後將不再保留原一般床位，並收取住宿費用差額。

(2) Each application for short-term accommodation of accessible dormitories shall be valid for a maximum period of one month and the original accommodation of the applying students shall be reserved for one month as well. For those intending to reside more than one month, their affiliated department/institute shall submit the application with relevant documentation to the vice president for Student Affairs for review and approval. Upon approval, their regular accommodation shall no longer be reserved and they shall pay the difference in the dormitory fee.

(三) 因緊急狀況有立即入住無障礙宿舍需求時，得由宿服員報告床位管理人及宿舍服務組組長後安排「緊急安置床位」，使用期間最長七日，爾後仍行動不便者得申請「短期安心床位」。

(3) In the event of an emergency requiring immediate accommodation of accessible dormitories, dormitory attendant may report to the room manager and the director of CHSD to arrange emergency accommodation, which may be used for a maximum period of seven (7) days. Afterward, students still having difficulty in mobility may apply for short-term accommodation of accessible dormitories.

四十、 本要點經學生事務會議通過，陳請校長核定後公布施行，修正時亦同。

XL. These guidelines are approved by the Student Affairs Council and the President before implementation. Amendments to these guidelines shall follow the same procedure.

## 國立中山大學學生宿舍違規記點表

違反下列情形之一者，一次記5點	
A1	未經宿服組核可，超過住宿期間1/3天數仍未繳清住宿費(含暑假住宿費)者。
A2	於宿舍區製造噪音或大聲喧嘩，並妨礙他人作息者。
A3	將垃圾置於公共區域妨害宿舍環境清潔衛生者
A4	隨意便溺於馬桶或小便斗以外之區域者
A5	離宿時未清潔房間者
A6	於宿舍區飼養動物者（因教學及研究需求經教師檢具證明者不在此限）
A7	未經宿服組許可而擅自調換床位者。
A8	逾期離宿。
A9	擅自接裝及使用未經宿服組公告同意之電器用品者，每件物品記5點。違規物品限二週內搬離宿舍，複查未搬離者得連續記點。
A10	擅自於寢室內明火炊煮者。
A11	攜帶危險物品或違禁物進入宿舍者。
A12	擅自留宿非住宿生或未經許可偕同異性進入宿舍者。訪客需遵守宿舍規定，若有違規視同住宿者違規，進行記點。
A13	故意損壞宿舍公物者。
A14	於寢室或宿舍公共區域等非指定地點打麻將者。
A15	未經宿服組允許將汽機車停放宿舍區出入口、廣場、週邊人行道或專用停車位者。
A16	於宿舍區吸菸者。
違反下列情形之一者，一次記10點	
B1	未經宿服組核可，超過住宿期間2/3天數仍未繳清住宿費(含暑假住宿費)者。
B2	於宿舍區賭博、酗酒鬧事致影響安寧者。
B3	擅自頂讓床位者。
B4	擅自更換寢室門鎖者。
B5	因過失損壞宿舍公物經要求限期賠償，逾期不賠償者。
B6	蓄意影響門禁或監視器之正常作用者。
B7	私自複製門禁磁扣。
B8	欠繳前一學期相關住宿費用，當學期仍未繳清者。
B9	於宿舍內竊取他人財物，情節輕微者。
違反下列情形之一者，一次記15點	
C1	未申請住宿而私自進住。
C2	霸佔床位或拒絕他人合法進住者。
C3	於宿舍內竊取他人財物，情節重大者。
C4	於宿舍內鬥毆造成傷害者。
C5	個人蓄意或疏失而有引發宿舍火災風險。
C6	於宿舍區涉犯刑法妨害秘密罪，經本校調查屬實。
C7	於宿舍區涉及性騷擾、性霸凌及性侵害情事，經本校性別平等委員會調查確定屬實。

## Table of Violation Points for Student Dormitories

<b>Students shall be issued 5 points if they commit any of the following.</b>	
A1	failing to pay the dormitory fee (including the dormitory fee for summer break accommodation) after residing for more than one third of the accommodation period without approval from the CHSD
A2	making loud noises or shouting in dormitory areas that severely disturbs others
A3	disposing of garbage in public areas that severely disrupts the cleanliness of the dormitory environment
A4	urinating or defecating in areas other than the toilet or urinal
A5	failing to clean their room upon moving out
A6	keeping pets in dormitory areas (unless authorized by faculty for educational or research purposes, with proper documentation)
A7	changing their room without permission from the CHSD
A8	moving out of the dormitory after the announced period
A9	installing or using electrical appliances which are not on the announced permissible list by the CHSD each academic year, (Note: Non-compliant items, each issued 5 points, shall be removed from dormitories within two weeks and those failing to do so may be issued points consecutively.)
A10	cooking on open flame in the dormitory without authorization
A11	bringing dangerous or prohibited items into dormitories
A12	providing accommodation to non-residential students or bringing a person of opposite gender into the dormitory without permission (Note: Visitors shall comply with the dormitory rules. Any violation committed by visitors will be treated as violations by resident students and recorded accordingly.)
A13	deliberately damaging the public property in dormitories
A14	playing mahjong in non-designated places such as rooms and public areas in dormitories
A15	parking their cars or motorcycles at the entrances and exits of the dormitory area, plazas, surrounding sidewalks, or designated parking spaces without the permission of the CHSD
A16	smoking in dormitories
<b>Students shall be issued 10 points if they commit any of the following.</b>	
B1	failing to pay the dormitory fee (including the dormitory fee for summer break accommodation) after residing for more than two-thirds of the accommodation period without the approval of the CHSD
B2	gambling or causing disturbance after getting drunk in dormitories
B3	arbitrarily selling the accommodation
B4	arbitrarily changing the lock of dormitory room without authorization
B5	failing to compensate for damage to dormitory public property due to negligence within the specified period
B6	deliberately causing the malfunction of access control or surveillance equipment
B7	duplicating the access card without authorization

B8	being in arrears with their dormitory fee of the previous semester and not yet paying off in the current semester
B9	committing theft in dormitories in a less severe circumstance
<b>Students shall be issued 15 points if they commit any of the following.</b>	
C1	residing in dormitories without application
C2	occupying the accommodation or stopping other students assigned to the room from moving in
C3	committing theft in dormitories in a severe circumstance
C4	causing injury in a brawl in dormitories
C5	creating a risk of dormitory fire, regardless of personal intention or negligence
C6	committing offenses against privacy under the <i>Criminal Code</i> and substantiated by the University
C7	engaging in sexual harassment, bullying, or assault in dormitories and substantiated by the Gender Equity Education Committee