

銘傳大學學生宿舍管理辦法

Ming Chuan University Procedure for Managing Student Dormitories

中華民國九十六年五月十七日學務會議修正通過

中華民國一〇一年六月十六日學務會議修正通過

中華民國一〇一年六月廿一日學務會議修正通過

中華民國一〇三年十月二十七日擴大行政會議修正通過

中華民國一〇四年六月十五日學務會議修正通過

Revision passed at the Student Affairs Committee Meeting on May 17, 2007

Revision passed at the Student Affairs Committee Meeting on June 16, 2011

Revision passed at the Student Affairs Committee Meeting on June 21, 2012

Revision passed at Expanded Administrative Council Meeting on October 27, 2014

Revision passed at the Student Affairs Committee Meeting on M June 15, 2015

第一條 目的：為維護學生宿舍秩序及安全，提供學生良好住宿環境，使住校生安心求學。

Article 1. Objective: To create a positive, safe, and orderly study environment conducive to studying.

第二條 行政職掌：

一、學務處：宿舍管理、行政綜合協調及住校學生生活輔導等相關事宜。

二、總務處：

(一)學生宿舍各項設備之修繕、保養、財產管理、水電供應、環境美化及工友之任用、遷調及考核等事宜。

(二)住宿生住宿收、退費等事宜。

三、人資處：宿舍管理員之任用、遷調及考核等事宜。

Article 2. Administrative Units:

1. The Student Affairs Division manages the dormitory, making administrative arrangements and providing advising services for students living in the dormitories.
2. The General Affairs Division manages dormitory finances, facilities, water, electricity, and maintenance, and creates a pleasant physical environment around the dormitory buildings. This Division is also responsible for receiving and refunding dormitory fees.
3. Human Resources Division manages dormitory supervisors' employment, promotions, and evaluations.

第三條 住宿申請、進住、退宿、離舍：

Article 3. Application for Dormitories, and Moving In and Out

一、舊生：第二學期期末考前一個月至住服組(桃園校區學務組)領取申請表辦理，經核准後於第一學期開學前三日進住。

1. Returning students must get a dormitory application from the Housing Service

Section and apply one month before the final examinations in the second semester. If approval is granted, students may move into the dormitory three days before the next semester starts.

二、 新生：新生接獲學校寄發之錄取通知單後，依公告期程進入本校網站申請宿舍，並上網查詢電腦抽籤結果。中籤同學請於中籤頁面自行列印繳費單及保證書至指定銀行繳費，進住時繳交收據、保證書及二吋照片三張。

2. New students who have received a letter of acceptance from this institution may apply online to live in the dormitory. After lots are drawn by computer, students may go online to find out the results. Students whose names have been drawn may print out the fee invoice along with the Letter of Guaranty and pay the fees at the designated bank. The receipt, Letter of Guaranty, and three 2-inch photos must be submitted when occupant moves into the dormitory.

三、 學生宿舍以服務大學部一年級新生為原則，舊生如需住宿應提出申請，具有下列條件之舊生依序優先住宿：

3. In principal, the dormitory is reserved for first-year students, but returning students may apply, and students who fit the following conditions receiving preference.

(一)最近一年內曾擔任宿舍自治幹部，服務績效優異者。

(1) Have served as a Dormitory Self-governance Official and whose have shown excellent service.

(二)最近一年內在宿舍表現良好，有具體事蹟，並受到學校獎勵者。

(2) Have participated in volunteer activities in the dormitory in the past year and who have excellent grades and have been recognized for their accomplishments by the university.

(三)身心障礙者。(檢附證明文件)

(3) Have a physical disability. (Certifying document should be attached)

(四)外籍生、僑生及設籍金、馬、澎等離島地區(須附證明)住宿以二年為限(大學部在學第一、二學年，研究所在學第一學年)，99學年度以前入學之外籍生、僑生住宿以四年為限，惟仍須經學校考核通過(義工服務時數及違規紀錄)，始可以續住；上述住宿學生自願放棄次學年宿舍續住者，須於住宿當學年第二學期開學後二週內，檢附證件或述明理由完成書面報告呈核。

(4) International students, overseas Chinese students or students from Jinmen, Matzu, or Penghu Islands (certifying document is required) can stay in a university dormitory for a maximum of 2 academic years (First and second academic years for undergraduate students, first academic year for graduate students). International and overseas Chinese students admitted before academic year 2010-11 may continue their tenancy in the dormitory to up to 4

years if they pass the evaluation of the university (volunteer service hours and violation records). Students who meet the above requirements but give up the right to stay in the dormitory for the following year are required to submit a certificate or state their reasons in a written report for approval within the last 2 weeks of the second semester of the current year.

(五)家境清寒者。(具中低收入或低收入戶證明，且須經考核義工服務時數及違規紀錄通過者)

(5) Possess documentation showing they come from families in difficult financial circumstances. (Students with below average household income are required to pass the review of volunteer work service hours and violation records for continuing tenancy.)

(六)因特殊原因呈報校長核准者。

(6) Have received approval from the president due to special circumstances. If there are any other vacancies, returning students may apply according to application procedures.

(七)申請次學年續住均須審核宿舍義工時數及違規紀錄、優良事蹟，經續住審查會議討會後核定。

(7) Returning residents are required to provide voluntary service records, any violation records and records of any outstanding performance as reference for qualification review by the review committee.

如有餘額，未獲床位之舊生可依申請時間先後依序遞補。

四、 新生申請住宿人數超過宿舍容量時，具有下列條件之學生依序優先住宿：

4. If the number of applicants exceeds the number of available beds, students who meet the following criteria will be given priority.

(一)身心障礙之學生。(檢附證明文件)

(1) Have a physical disability. (Certifying document should be attached)

(二)外籍生、僑生及設籍金、馬、澎離島等地區者(須附證明)。

(2) Possess documentation showing they are Overseas Chinese or students from Jinmen, Mazu, or Penghu islands. (Documentation must be provided.)

(三)家境清寒者。(具中低收入戶或低收入戶證明)。

(3) Possess documentation showing they come from families in difficult financial circumstances. (Proof of below average household income)

(四)因特殊原因呈報校長核准者。

(4) Have received approval from the president due to special circumstances.

(五)經公告申請程序，抽籤中籤本國新生。

(5) First-year domestic students who have completed the application procedure and whose names are drawn in the lot-drawing.

(六)在學第一學年住宿人員，每學期應擔任宿舍義務工時不少於 16 小時；為結合服務學習執行，凝聚愛舍愛校精神，得以宿舍義工時數經審核認證為服務學習時數(宿舍義工服務時數 2 小時認證服務學習 1 小時)，一學年申請服務學習時數審核認證以 8 小時為限。

(6) Dormitory residents who are staying in the dormitory for the first academic year are required to complete 16 or more hours of volunteer work in the dormitory every semester. In order to combine the implementation of Service-Learning, the volunteer service hours can be certified as Service-Learning hours (2 hours of dorm service can be certified as 1 Service-Learning hour). Up to 8 such Service-Learning hours may be credited per semester.

五、台北校區居住台北市、新北市，桃園校區居住桃園縣市之學生不得申請住宿，如有餘額或其他特殊原因，另以專案辦理。

5. Students from Taipei City or New Taipei City who are studying on the Taipei campus and students from Taoyuan City or County who are studying on the Taoyuan campus are not eligible to live in the dormitory unless there are vacancies or they have special reasons. Applications must be processed as special cases.

六、凡違反住宿規則一學期累計三次或勒令退宿或違反住宿規則記小過以上(含)或違反校規情節重大者，不得再申請住宿。

6. Students who have been broken important dormitory rules for three times or who have been expelled from the dormitory for breaking dormitory rules will not be eligible to apply.

七、經核准續住之同學，應於註冊時繳交住宿費用，憑收據向宿舍管理員報到，並於三日內依指定床位進住，逾時未進住者以棄權論，所繳費用概不退還。

7. Students who have received permission to enter the dormitory must pay dormitory fees when they register for classes, take the receipt of fee payment and register with the dormitory manager, and take possession of their assigned beds within three days. Students who are late in following these procedures will give up their right to live in the dormitory, and dormitory fees already paid will not be refunded.

八、經核准住宿之學生，應住滿一學年並簽立保證書，除符合退宿規定原因外，不得中途申請退宿，未經核准擅自退宿者不予退費，並予以議處。

8. Students who have been approved to enter the dormitory must sign a contract stating they will live in the dormitory for one academic year. Unless students take study leave, withdraw from school, or catch a contagious disease, students are not allowed to vacate dormitory. An exception will also be made for students whose parents move into the city or county in which the dormitory is located. Students who move out without permission will be dealt with related regulations and dormitory fees will not be refunded.

九、住宿學生有下列情形之一者，應依規定辦理退宿：

- (一)休學、退學、轉學、開除學籍。
- (二)畢、結業。
- (三)受退宿處分。
- (四)家長、監護人遷至宿舍所在地縣市
- (五)有傳染病、心臟病、精神病或其他重大難治之病症者，惟經醫師證明仍適宜團體住宿者，不在此限。

9. Students who have been approved to enter the dormitory must sign a contract stating they will live in the dormitory for one year. Students will be allowed to vacate the dormitory only under the following circumstances:

- (1) take study leave, withdraw from school, transfer to other university or are expelled from the university
- (2) graduate from university.
- (3) are expelled from the dormitory
- (4) whose parents move into the city or county in which the dormitory is located
- (5) are diagnosed with infectious disease, cardiovascular disease, mental disease or other serious illness, yet have a doctor's certificate that they are suited for community living, are not restricted.

十、申請中途退宿者，應附相關證明(如休退學證明、戶口名簿等)並填寫退宿報告表，經宿舍自治會、宿舍管理員、家長及承辦人簽名，轉呈學務處核准後始得遷出並依規定辦理退費。

10. Any student who wishes to vacate the dormitory is required to file a report and attach relevant documents (such as study leave certificate and household registry); after being signed by the Dormitory Self-governance Organization, dormitory supervisor, parents and responsible person and approved by Student Affairs Division, the student may move out and receive any refund due in accordance with regulations.

十一、經核准住校之同學不得私自將床位轉讓他生。

11. Students who have received permission to live in the dormitory may not allow lend their bed for others to use.

十二、寒暑假期間學校宿舍關閉後，學校不負責保管同學留置之財物，住宿同學應攜回所有物品。

12. Students must take all their belongings with them when the dormitory closes for summer and winter vacations. The university is not responsible for any valuables left behind.

十三、原住宿之應屆畢業生於畢業典禮後，學期尚未結束前如欲繼續住宿者，其生活規範均與在校生相同。

13. Students living in the dormitory who graduate before the semester ends may continue living in the dormitory until the end of the semester. They will be dealt with in the

same fashion as regular students.

十四、經休、退學，或其它原因核准退宿之學生，須於核定後三日內向宿舍自治會及宿舍管理員報告，查核寢室財產無誤並打掃清潔後，遷出宿舍。

14. Students who have quit school, taken study leave, or who have been permitted to leave the dormitory for some other reason must report to the Dormitory Self-governance Organization and the dormitory manager within three days. After students have cleaned their rooms, and it has been ascertained that nothing is missing, students may move out.

十五、學期結束前一週由室長負責清點寢室財產，如有損壞或遺失應即向宿舍管理員報告，室長於學期結束前陪同管理員清查無誤後，始可離校。

15. The student representative of the dormitory room take inventory in the room one week before the semester ends, and if anything is damaged or missing, the dormitory manager must be contacted. Compensation must be paid to the dormitory manager and a final inspection must be made before students are able to leave the dormitory.

十六、期末考結束後三日內，應完成離宿手續，搬離宿舍。

16. Students must complete procedures for leaving the dormitory and move out within three days of the last day of the semester.

第四條 收、退費標準：

Article 4 Standards regarding fees and refunds

一、按教育部規定收取住宿費，於每學期註冊時一次繳交。

二、宿舍收費標準於受理住宿申請之日公告。

三、因休、退學，或其它原因核准退宿之學生，得檢附證明及原繳費收據至財務處申請退費。

四、退費標準依教育部規定：註冊日起至第六週辦妥手續者退所繳費用三分之二，自第七週至第十二週辦理者退三分之一費用，十三週以後辦理者不退費。

1. In accordance with Ministry of Education regulations, students must pay their dormitory fees in one lump sum on the day of registration.
2. Procedures for paying dormitory fees will be announced the day application for dormitory is received.
3. Students who quit school, take study leave, or for leave the dormitory for any other authorized reason may submit the appropriate documentation and apply for a refund in the Accounting Division.
4. In accordance with Ministry of Education regulations, students who apply for a fee refund from the beginning of the semester to the sixth week of the semester will be refunded two thirds of their fees, and from the seventh week to the twelve week,

one third of their fees. Applications for refunds after the thirteenth week of the semester will not be honored.

五、領有鄉鎮市區公所以上政府單位開立之中低收入戶或低收入戶證明學生，經本校審核通過者，低收入戶得免費住宿學校宿舍(限住四人或六人房)，中低收入戶得優先安排繳費住宿，並應於本校規定宿舍抽籤日前向學務處住服組、桃園學務組申請，逾期視同放棄。

5. Students with a Certificate of Below Average Household Income can live in the dormitory. Students with a Certificate of Low Household Income (four-person or six-person occupancy only) can live in the dormitory for free after being approved by the university. Students with a Certificate of Below Average Household Income will be given priority for dormitory space. Such students must apply at the Housing Service Section of Student Affairs Division or Taoyuan Student Affairs Section before the dormitory lottery day; late applications will not be accepted.

六、住宿生進住一律繳交清潔保證金叁佰元、磁卡及鑰匙押金貳佰元、合計伍佰元，離舍無息退還。

6. Upon move-in, all residents are required to pay a cleaning deposit of NTD 300, and NTD 200 card and key deposit, NTD 500 in total. Providing all is in order, the deposit will be returned without interest upon move-out.

第五條 住宿規則：

Article 5 Rules for Living in the Dormitories

一、作息時間：

(一)熄燈時間為每晚二十三時熄大燈，學生可依需要使用桌燈。

(二)寧靜區一律於二十三時實施熄燈及人員管制。

1. Rest Time:

(1) The main lights will go out at 11 pm, but students may use the lights on their desks as they wish. Lights must be turned off when not in use.

(2) Curfew and lights out in the quiet area is at 23:00.

二、內務：

(一)床鋪整理：每晨起床後將床鋪整理清潔，棉被枕頭摺疊整齊。

(二)物品之放置：

1. 衣櫃內物品之整理以整潔為主。

2. 書籍文具應排列整齊，其餘應存放置物櫃內。

3. 其他物品之放置由宿舍管理員統一規定。

4. 寢室物品之擺設在不危害宿舍安全，不破壞公務並兼顧整潔之原則下，得經自治幹部同意後改變位置。

5. 不得放置違禁、危險及有礙衛生、妨害他人之物品。

2. Duties:

(1) Students must tidy and clean the dormitory room every morning after getting up.

- (2) Placing of articles:
- a. Articles in the closet should be tidied.
 - b. Books and stationery should be put in order on the shelves, and all remaining articles should be put in the locker.
 - c. The placement of all other articles will be decided by the Dormitory Superintendent.
 - d. Article placement in the dormitory should follow principles of not interfering in the security of the dormitory, and tidiness without damaging public property. Changes in the location of articles may only be made with the approval of self-governance officers.
 - e. Dangerous, prohibited, or unsanitary items should not be kept in the dormitory.

(三)寢室內外環境：

1. 各寢室值日輪值表由室長排定，負責維護寢室內外地面、牆壁、門窗之整潔。
2. 各項整潔工作，須在內務檢查前整理完畢。

(3) The environment inside and outside dormitory rooms.

- a. The dormitory room leaders will arrange duty days and work responsibilities and take responsibility for ensuring floors, walls, doors and windows are kept tidy.
- b. Various kinds of cleaning duties must be performed before inspection.

(四)學生個人內務經定期不定期檢查優良者，記嘉獎乙次之獎勵。

(4) Students who are found to be doing a good job in their personal duties through regular and irregular inspections will be cited with one Recognition.

(五)男、女生宿舍內務競賽最優寢室，室長記嘉獎貳次，其同室室友各記嘉獎乙次。

(5) The room leader of the dormitory that receives first place for duty competition will receive two Recognitions and the roommates one Recognition.

三、外宿：

- (一)住宿生外宿先告知室長，並向宿舍管理員報備登記後始得離校外宿，另應自行向家長或監護人報備。學校依狀況彙整同學外宿次數，通知家長或監護人。
- (二)住宿生申請連續三天外宿者(不含返家)，除須附上「校外安全自負切結書」外，並主動通知家長或監護人。
- (三)學期外宿超過六週(不含返家)，則喪失次學年續住優先權。

3. Staying off campus:

- (1) Students who stay off campus must notify the Dormitory Room Leader, report to the Dormitory Manager, and voluntarily notify their parents or guardians. In some

cases, the dormitory manager may notify a student's parents or guardian concerning the number of days the student has been absent from the dormitory.

- (2) Students who apply to stay off campus for over three days (not including days spent in their homes), must submit the attached Safety Pledge for Students Staying Off Campus and voluntarily notify their parents or guardians.
- (3) Students who stay off campus for over six weeks (not including time spent at home) will lose priority to live in the dormitory the following semester.

四、宿舍設備之維修與供應：

4. Maintenance and requisition of dormitory equipment:

(一)宿舍修繕：

宿舍一般水電及設施修繕，總務處皆設有水電工，每日定時上、下午至宿舍維修，各寢室住宿生發現任何損壞皆可主動至二樓櫃檯登記簿登記，宿舍管理員每日彙整後至總務處營繕組報請維修。

(1) Dormitory repair

General laborers under the General Affairs Division will be responsible for repairing dormitory utilities and equipment every morning and afternoon at a specified time. If any damage is found in the dormitory, students may register the problem in the notebook at the reception desk on the second floor. Dormitory superintendents should request the Construction and Building Section in the General Affairs Division to perform repairs.

(二)沐浴熱水供應：

1. 本校學生宿舍沐浴熱水供應時間為星期一至星期日，上午七時至八時，下午六時至十二時，宿舍燒水時間共計七小時，寒暑假期間，依狀況訂定。
2. 熱水供應由總務處(組)督導專人依規定調整訂定。

(2) Hot water for showers:

- a. Hot water for showers will be provided in the dormitory from 7 am to 8 am and 5:30 pm to midnight in the evenings. Hot water will be provided in the dormitory for a total of eight hours and 30 minutes. Times will be adjusted during winter and summer vacations.
- b. The hot water supply should be adjusted by the responsible person at the General Affairs Division.

(三)冷氣供應：

寢室冷氣供應採「使用者付費」原則，以房間為單位向總務處購買冷氣機使用儲值卡使用之。

(3) Air conditioning:

Air conditioning in the dormitory will be provided for a fee. The prepaid air conditioning card may be purchased at the General Affairs Division to be used

by individual rooms.

五、幹部職掌：5. Officer duties and responsibilities

(一)會長

1. 協助宿舍老師管理宿舍各項事宜。
2. 督導樓長執行各項勤務。
3. 辦理、督導宿舍各項活動。
4. 督導宿舍公共區域整潔。
5. 督導每日晚上十一時實施晚點名。
6. 退宿同學資格審查。
7. 臨時交辦事項。

(1) President

1. Assist dormitory supervisor with dormitory management.
2. Supervise floor leader to implement all duties.
3. Implement and supervise all activities held in the dormitory.
4. Supervise the sanitation of public areas.
5. Supervise roll-call implementation at 23:00 every night.
6. Review residents' rooms as they vacate the dormitory.
7. Other tasks as assigned.

(二)副會長

1. 協助舍長及宿舍老師管理宿舍各項事宜。
2. 協助督導樓長執行各項勤務。
3. 協助辦理宿舍各項活動。
4. 負責督導宿舍維持公共區域整潔。
5. 協助舍長督導每日晚上十一時實施晚點名。
6. 臨時交辦事項。

(2) Vice president

1. Assist president and dormitory supervisor with dormitory management.
2. Supervise floor leader to implement all duties.
3. Implement and supervise all activities held in the dormitory.
4. Supervise the sanitation of public areas.
5. Assist president to supervise roll-call at 23:00 every night.
6. Other tasks as assigned.

(三)自治幹部

1. 辦理宿舍各項活動。
2. 負責維持該樓秩序及公共區域整潔。
3. 每日晚上十一時實施晚點名。
4. 檢查該樓公共設施損壞情形，向宿舍老師回報。
5. 臨時交辦事項。

(3) Self-governance Officers

1. Implementation of all dormitory activities.
2. Responsible to maintain order on their floor and the sanitation of public areas.
3. Take roll-call at 23:00 every night.
4. Check public facilities and report to dormitory supervisor when any facility is out of use.
5. Other tasks as assigned.

(四)幹部權益：

1. 自治幹部任期屆滿時，經宿舍業務主管評量，成績核可者，可保留下學年優先住宿資格。
2. 遭學校取消或自行放棄幹部資格者，即取消次學年保留住宿床位權利。

(4) Rights of officers

1. The chairperson of dormitory affairs will evaluate the officers who have completed their term of service and those who are approved can receive the priority to live in the student dormitory for the next semester.
2. Officers who have been relieved of their duties by the university or who have quit will no longer have the right to reserve dorm space for the following semester.

六、一般規定：6. General Rules:

- (一)學生進住宿舍後，對所分配使用之公物負有保管之責，若有損壞或遺失，應負責賠償。
- (二)不得於寢室牆上釘釘子懸掛衣物或張貼字畫圖片。
- (三)住宿生不得私自持有他人寢室鑰匙。

- (1) Students are responsible for all articles they are issued and for dormitory facilities after they move in. Students must pay for any losses or damage to university property.
- (2) Guests who visit dormitory residents must meet with residents in the common area, not in the dormitory rooms. Parents and guardians who wish to inspect the dormitory rooms must first receive permission from the dormitory manager.
- (3) Guests, friends, and classmates are not allowed to stay overnight in the dormitory.

(四)義務服務人員：在學第二學年(含)以上住宿人員，每學期須擔任宿舍義務服務，每學期不得少於 16 小時，擔任下列工作：

1. 櫃台值班：值班時間：上午七時至晚上十二時。
2. 協助環境整理。
3. 協助宿舍活動辦理。

- (4)Volunteers: Residents who wish to return to the dormitory for the second academic year or above are required to serve as volunteers for 16 or more hours every semester and are responsible for the following tasks:

1. Front table shifts: shifts: 7AM to 12PM

2. Assist with cleaning tasks.

3. Assist with dormitory activities.

(五)有違反下列情形者，會接受學校懲處：

1. 非住宿生不得私自進入宿舍，住宿生會客應在櫃檯交誼廳進行，不得進入寢室內，如有家長要求參觀，須先經宿舍管理員同意。
2. 不得留宿外賓、親友或同學。
3. 宿舍門禁由宿舍管理員負責執行，於每晚二十三時管制。
4. 宿舍內不得放置及使用違禁、危險、有礙衛生或妨礙他人之物品，如電視機、大型電唱機、電視遊樂器、電熨斗、電暖爐、電鍋、電磁爐及炊煮用具等。
5. 宿舍內應保持寧靜，不得高聲喧鬧、談笑。
6. 不得在宿舍陽台、門口及圍牆上隨意晒被褥、衣物。
7. 熄燈後不打電話、不看電視及不得有妨礙他人睡眠之音響或行動。
8. 宿舍內禁止炊膳、燃燒燭火或鞭炮類。
9. 宿舍內不得有爭吵、鬥毆、賭博、飲酒、滋事等行為。
10. 宿舍內不得飼養寵物或其他動物。
11. 住宿生應依規定參加宿舍舉辦之各項活動。
12. 宿舍內嚴禁吸菸。
13. 浴廁使用後請保持整潔與設施完整。

(5) Students who commit the following infractions will be dealt in accordance with Ming Chuan University's Merit and Demerit Procedures

1. Visitors are only permitted to stay in the lounge on the 1st floor unless specifically authorized by the university.
2. Visitors, family members or friends are not allowed to stay overnight in the dormitory.
3. Residents are requested to return to the dormitory by 23:00. Curfew will be implemented by the dormitory supervisors.
4. Prohibited, dangerous, or unsanitary articles, as well as articles that block access to other persons' belongings are prohibited. This includes televisions, karaoke machines, video games, irons, electric pots, electric stoves, kettles, and so on.
5. Students should keep the dormitory quiet and avoid talking or laughing in a loud voice.
6. It is prohibited to hang blankets or clothing on the balcony, in the dormitory entrance, or on the outside wall of the dormitory.
7. After the lights go out, it is not permitted to talk on the telephone, watch television, or interrupt others' sleep in any way.
8. It is not permitted to burn candles or other articles, or to cook food in the

dormitory.

9. It is prohibited to fight, argue, drink alcohol, gamble, or otherwise cause a disturbance in the dormitory.
10. It is not permitted to keep pets or any other kinds of animals in the dormitory.
11. Students must participate in all activities put on by the dormitory.
12. Smoking is prohibited.
13. It is strictly prohibited to throw away any articles that dirties or damages the toilet, shower or other facilities.

第六條 考核及獎懲

學生住宿表現由各系教官及宿舍管理員分別考核，住宿生違反宿舍規則，除依本校學生獎懲辦法相關規定處理外，其他補充規定如下：

Article 6. Evaluations, and Awards and Punishments.

Students are evaluated separately by the drillmaster and dormitory manager. Thus, students who break dormitory rules will be dealt with according to the following rules which supplement the Ming Chuan University's Merit and Demerit Procedures.

- 一、違反下列規定之一者，依照學生獎懲辦法第八條第十一款，予以申誡一次或二次之處分，並通知家長。
 - (一)經選為宿舍自治幹部，無故辭退者。
 - (二)住宿生無故不參加宿舍集會，自治幹部無故不參加自治幹部會議者。
 - (三)住宿生內務不整，經登記三次仍未改進者。
 - (四)住宿生不按規定晾晒衣物者。
 - (五)熄燈後收看電視者。
 - (六)帶領非住宿生或非住宿生擅自進入宿舍者。
 - (七)在寢室內高聲喧嘩，擾亂他人安寧者。
 - (八)未經報備登記擅自外宿者。
 - (九)對宿舍幹部態度惡劣者。
 - (十)門禁後私自開啟大門外出者。
 - (十一)門禁後逗留於宿舍內走道，干擾宿舍之安寧。
 - (十二)依規定時間進住後，超過二周不繳交住宿費收據查驗者。
 - (十三)不配合櫃台執勤。
 - (十四)違反本辦法之「住宿規則」規定，情節較輕者。

1. Students who commit the following infractions will be dealt with according to Article 8 Subparagraph 11 of Ming Chuan University's Merit and Demerit Procedures. Students will be given one or two Reprimands and then students' parents will be informed.

- (1) Have resigned from their positions as Dormitory Self-governance Officers without proper reason or authorization.
- (2) Have not attended dormitory meetings or have not attended meetings as Dormitory Self-governance Officers.

- (3) Have not attended to their domestic responsibilities, and who have been warned three times, and who still have not changed their behavior.
- (4) Students who do not follow regulations concerning hanging clothing out to dry.
- (5) Students who watch television after the lights have been turned out.
- (6) Non-residents who enter the dormitory.
- (7) Students who talk in a loud voice in the dormitory rooms and disturb others.
- (8) Students who stay off campus without permission.
- (9) Students who break the rules in Rules for Living in the Dormitories in a minor way.
- (10) Have a reprehensible attitude toward the self-governance officer.
- (11) Open the front door and exit without permission after curfew.
- (12) Linger in the hallway after curfew and disturb others.
- (13) Move-in at the regulated time but fail to hand in dormitory fee receipt for checking within two weeks.
- (14) Fail to take front table shifts.

二、 違反下列規定之一者，依照學生獎懲辦法第九條第十九款，予以記過一次或兩次處分，並通知家長。

- (一)右列申誡所列各款之累犯者。
- (二)未經核准，擅自進住或遷出宿舍者。
- (三)未經核准遷移、互調寢室床位或將床位轉讓他人者。
- (四)宿舍內燃燒火燭、燃放鞭炮類或使用違禁電器用品。
- (五)在宿舍內吸菸者。
- (六)損壞公物情節輕微者。
- (七)未經登記核可擅自外宿累計達三次者。
- (八)特定檢查(競賽)內務零亂不整者。
- (九)在寢室內飼養寵物者。
- (十)違反本辦法之「住宿規則」規定，情節較輕者。

2. Students who commit the following infractions will be dealt with according to Article 9 Subparagraph 19 of Ming Chuan University's Merit and Demerit Procedures.

Students will be given one or two reprimands and then students' parents will be informed.

- (1) Students who repeatedly violate the above rules.
- (2) Students who move into or out of the dormitory without permission.
- (3) Students who trade beds or allow others to use their beds.
- (4) Students who burn candles or other articles in the dormitory rooms or use prohibited electrical appliances.
- (5) Students who smoke in their rooms.
- (6) Students who damage public property in a minor way.
- (7) Students who have stayed off campus three times without permission.
- (8) Students whose rooms are untidy during special inspections.

- (9) Students who keep pets in the dormitory rooms.
- (10) Students who break the rules in Rules for Living in the Dormitories in a minor way.

三、違反下列規定之一者，依照學生獎懲辦法第十條第十款，予以記大過之處分。

- (一)右列記小過各款累犯者。
- (二)未經核准，擅自留宿外人者。
- (三)私帶異性朋友進入宿舍者。
- (四)寢室內燃燒火燭、燃放鞭炮類或使用違禁電器用品再犯者(實物代管，期末發還)。
- (五)擅自招外人在宿舍集會者。
- (六)關閉寢室後擅自開啟或進住者。
- (七)攜帶危險物品或違禁藥品入宿舍者。
- (八)擅自在宿舍內炊膳者(實物代管，期末發還)。
- (九)任意污染、破壞浴廁整潔或設施。
- (十)違反本辦法之「住宿規則」規定，情節重大者。

3. Students who commit any of the following infractions will be dealt with according to Article 10 Subparagraph 10 of Ming Chuan University's Merit and Demerit Procedures, and be cited with a major infraction.

- (1) Students who have been cited several times with a minor infraction of the previous rules.
- (2) Students from outside who spend the night in the dormitory.
- (3) Students who bring a member of the opposite sex into the dormitory.
- (4) Students who have been found to have burned candles or other articles in the dormitory on more than on one occasion. (The article will be confiscated and returned at the end of the semester.)
- (5) Students who host a gathering of non-residents in the dormitory.
- (6) Students who find their way or force their way into the dormitory after curfew.
- (7) Students who bring dangerous articles or illegal drugs into the dormitory.
- (8) Students who discard articles that dirty or damage the shower, toilet or other public facilities.
- (9) Students who break the rules in Rules for Living in the Dormitories in a major way.
- (10) Students who break the regulations in Rules for Living in the Dormitories in a major way.

四、住宿生有下列不良行為之一者，依照學生獎懲辦法第十條第十款，予以記大過處分外，並通知家長該生勒令退宿(不退費)

- (一)右列記大過各款累犯者。
- (二)故意破壞公物者。
- (三)個人內務經常零亂，屢勸誡不改者。

(四)在宿舍內不服宿舍管理員或教官輔導，態度惡劣者。

4. Students who exhibit any of the bad behavior itemized below will be punished in accordance with Article 10 Subparagraph 10 of Ming Chuan University's Merit and Demerit Procedures, and cited with a major infraction. The student's parents will be informed that the student has been ordered to leave the dormitory.

- (1) Students who more than once have been cited with a major infraction for breaking the above rules.
- (2) Students who deliberately damage public property.
- (3) Students who leave their rooms in a state of disarray after repeated warnings.
- (4) Students who do not follow the instructions of the drillmaster or the dormitory manager in the dormitory; students with a bad attitude.

五、宿舍自治幹部之獎懲由自治幹部組織辦法另訂之。

5. Merit and Demerit for Dormitory Self-governance Officers will be in accordance with Student Dormitory Self-governance Committee Procedures.

六、其餘有關獎勵依學生獎懲辦法中之獎勵規定敘獎。

6. Other Awards will be conducted in accordance with Merit and Demerit Procedures.

第七條 學生宿舍自治委員會組織辦法另訂之。

Article 7 Procedures for the Dormitory Self-governance Committee are dealt with separately.

第八條 寒、暑假校外機關團體辦理活動營隊，借用宿舍者，由總務處專案辦理。

Article 8 Off-campus groups who use the dormitory for activities during the summer and winter vacations will be dealt with by the General Affairs Division as special cases.

第九條 本辦法經學務會議或行政會議通過，陳請校長核准後公布實施，修正時亦同。

Article 9 Upon being passed at the Administrative Council Meeting and approved by the president, these procedures were implemented. Any revision must follow the same procedure.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.