

銘傳大學校外集賢學生宿舍生活公約切結書

Ming Chuan University Off-campus Student Dormitory Regulations Affidavit (Jixian Dormitory)

- 一、 銘傳大學校外學生宿舍生活公約(以下簡稱本公約)依據「學生宿舍管理辦法」(以下稱本辦法)第五條訂定之。
 1. Ming Chuan University Off-campus Student Dormitory Regulations (herewith called the regulations) were established in accordance with Article 5 of "Procedures for Managing Student Dormitories" (herewith called the procedures).
- 二、 本公約旨在確保住宿安全與品質，並配合自治管理之方式，養成良好生活習慣，發揮互助合作、關懷與自律之精神，所有住宿生應遵守並配合。
 2. The regulations were established to ensure the safety and quality of dormitories, and develop good habits, teamwork, caring and self-discipline through their self-management. All dormitory tenants must obey the regulations
- 三、 宿舍環境整潔及安全要求：
 3. The requirements for a clean environment and safety in the dormitory include:
 - 1) 維護宿舍秩序及環境整潔，為全體住宿生之共同責任。
Maintaining clean environment and safety in the dormitory is the responsibility of all tenants.
 - 2) 各寢室值日輪班由室長排定，負責維護寢室內外地面、牆壁、門窗之整潔。
The dormitory room leaders will arrange duty days and work responsibilities and take responsibility for ensuring floors, walls, doors and windows are kept tidy.
 - 3) 不得放置易燃、危險、違禁之有礙衛生安全物品。
Shall not place flammable, dangerous or illegal things in the dormitory that affect health and safety.
 - 4) 不得以物品阻擋宿舍出入口，影響出入管制或安全。
Shall not put things in the entrance of the dormitory which will affect the Access Control System or safety in the dormitory.
 - 5) 不得於宿舍區域抽菸、嚼食檳榔。
Shall not smoke or chew betel nut in the dormitory.
 - 6) 不得攜帶任何危險物品、違禁物或在宿舍區內吸毒以及攜帶毒品進入宿舍。
Shall not bring any dangerous or prohibited items into the dormitory or take drugs in or bring drugs into the dormitory.
 - 7) 不得任意汙染、破壞浴廁整潔或設施。
Shall not heedlessly pollute or destroy the bathroom cleanliness or facilities.
 - 8) 不得擅自加裝寢室門鎖及私自持有他人寢室鑰匙。
Shall not install any door lock on their room or keep others' room keys.
 - 9) 夜間 12 點後不得有妨礙他人睡眠之音響或行動。
After the lights out, it is not permitted to interrupt others' sleep in any way after 12:00 midnight.
 - 10) 不得在宿舍區內製造噪音、大聲喧嘩或妨礙他人自修或睡眠。
Shall not make noise, talk or laugh in a loud voice or otherwise disturb others' study or sleep in the dormitory.

- 11) 不得於寢室牆上釘釘子懸掛衣物或張貼字畫圖片。
Shall not use nails/tacks on the walls of the dormitory room to hang clothes or pictures.
- 12) 住宿生不得在舍內有賭博、鬥毆、飲酒、盜竊、滋事、飼養寵物或其他不正當之行為。
Shall not gamble, drink alcohol, cause trouble, fight or incite a fight in the dormitory
- 13) 不得私接電線，不得使用或放置如冰箱、洗衣機、電爐、電鍋、電暖氣、電熱毯等影響用電安全之電器用品（寢室原已由本校放置之電器設備用除外）。
Shall not secretly install wiring, use or place items, such as refrigerator, washing machine, electric stove, electric rice cooker, electric heater, electric blanket or other items which will affect electrical safety (except for the items which are placed in the dormitory by the institution).
- 14) 不得有偷盜竊取晾掛晒衣場之私人衣褲等侵占他人財產、物品行為。
Shall not steal clothes hung in the laundry hanging facilities or others' private property.
- 15) 不得將私人衣褲、換洗衣褲等吊掛於寢室窗戶邊或大樓外觀明顯處。
Shall not hang personal clothing in the window of the room or in any other place that obviously affects the appearance of the building.
- 16) 不得在宿舍陽台外、門口及圍牆上隨意晒被褥、衣物。
Shall not hang blankets or clothing on the balcony, in the dormitory entrance, or on the outside wall of the dormitory.
- 17) 不得有違反衛生、居住品質之個人行為（如不洗澡、不洗頭、不洗衣服）
Shall not do anything which violates the hygiene and living quality in the dormitory (such as not bathing, not washing hair, not doing laundry)
- 18) 不得從事具有安全顧慮或影響宿舍安寧之活動（如燃放煙火炮竹、營火晚會、炊食等）。
Shall not engage any activity which affects the security or peace in the dormitory (such as setting off fireworks, having a campfire or cooking).
- 19) 未經同意，不得提供本宿舍以外人士集會或活動，妨害宿舍安寧。
Without express permission, shall not provide space in the dormitory for any non-resident to conduct a meeting or activity in order to not disturb the quiet order of the dormitory.
- 20) 不得將垃圾、鞋子、雜物、盥洗用具，置放於走廊等公共區域。
Shall not place one's garbage, shoes, groceries or toiletries in public areas, such as corridors.
- 21) 各寢室垃圾需打包分類好再拿至地下室放置於分類垃圾桶內(室長需管理是否打包分類)。
Each room should follow waste sorting regulations for the trash they generate and put it in the garbage cans located in the basement (Room leaders help by checking whether or not this is done properly.).
- 22) 如於宿舍內烹煮食物或是抽菸造成屋內灑水系統運作，造成宿舍財物損失，應負賠償責任，**並接受校規處分**。
If any cooking or smoking situation triggers the automatic fire sprinkler and damages public property in the dormitory, students should pay for any losses or damage to the property, **then accept the disciplinary process in accordance with the university's**

regulations.

四、宿舍公物使用規範：4. Usage regulations for public property in the dormitory:

- 1) 使用飲水機、洗手台、衛浴設備，請注意勿將私人垃圾置放其上（如食物殘渣、衛生棉、衛生紙等）。

When using water dispenser, sink and sanitation facilities, please do not place your personal trash in these (such as food residue, sanitary napkins or toilet paper).

- 2) 走廊之公布欄，應愛惜使用，勿任意破壞。

Shall not damage any bulletin board in the corridors.

- 3) 公共設施（如洗衣機、脫水機、烘衣機、飲水機、販賣機等）之插座，嚴禁擅自拔除。

Shall not unplug the equipment in public areas (such as washing machines, spin-dryers, dryers, water dispensers, vending machines, etc.)

五、訪客要求：5. Visitor Requirements:

- 1) 不得留宿外賓或在寢室內會客，尤其嚴禁邀約異性進入宿舍。

Inviting guests to stay overnight or meeting with non-residents in one's room is strictly prohibited, especially guests of the opposite sex are prohibited from entering the dormitory.

- 2) 非住宿生不得私自進入宿舍，住宿生會客應在樓下交誼廳進行，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。

Non-dormitory students cannot enter the dormitory on their own; residents shall meet their friends around the front desk of the common room; friends shall not enter any dorm room. If parents would like to visit the dormitory and dorm student's room, this must be approved by the Dormitory Superintendent.

- 3) 訪客於晚上 11 時以後仍逗留宿舍內，則視同留宿事實，訪客與受訪同學，將以退宿處理，並喪失其在學期間之住宿申請資格。該訪客通報所屬單位併同處置。

If visitors stay in the dormitory after 23:00, the visitors and the residents will be dealt with based on the fact of inviting guests to stay overnight in the dormitory and be punished by the resident being expelled from the dormitory and being ineligible to apply for dormitory residence again during their study period. The visitor's responsible unit will be informed and punishment will be meted out for their violation.

- 4) 住宿生於其他宿舍違反訪客規定者，與該舍學生同受規定處分。

Residents who violate visitor regulations in other dorms will be punished in accordance with the dormitory regulations.

六、門禁要求：6. Dormitory Curfew Requirement:

- 1) 進入宿舍依規定刷卡，不得私自將磁卡借予他人使用，並確實遵守一人刷卡一人進出規定。

Enter and exit the dormitory using one's access card, which shall not be lent to anyone else. Please obey the regulation to enter and exit the dormitory individually with your own card.

- 2) 宿舍門禁管制時間為晚上 11 時至清晨 6 時，並於晚上 11 時實施晚點名。

Dormitory curfew is from 23:00 to 06:00 and roll will be called at 23:00 every night.

- 3) 為維護全體住宿生安全，晚上 11 時至清晨 4 時宿舍門禁准進不准出，有緊急事故須臨時外出的同學，請通知宿舍老師處理。

For dormitory residents' safety, residents shall not enter or exit the dormitory from

23:00 to 4:00 in the morning. Those residents who need to go out the dormitory for urgent or special reason must inform Dormitory Superintendent

4) 違反門禁管制時間，超過五次以上，依據門禁管制規則處分。

Those who violate the curfew regulations more than 5 times will be dealt with in accordance with Dormitory Curfew Regulations.

5) 外宿需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；另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。

Students who stay off campus must report to the Dormitory Superintendent in advance and voluntarily notify their parents or guardians. The institution may notify a student's parents or guardian concerning the number of days the student has been absent from the dormitory. 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.

七、床位管理：7. Bed Management:

1) 不得擅自進住、頂讓、更換個人寢室床位或擅自進入未開放之寢室，違者得勒令退宿。

Shall not move into the dormitory unauthorized, allow others to use their beds or trade beds without permission, or enter unopened rooms. Violators will be expelled from the dormitory.

2) 無故退宿者，經通知仍未辦理退宿手續，除取消次學年申請住宿資格外，並通知家長（監護人）共同輔導。

Residents who wish to vacate the dormitory for no special reason and do not carry out the move-out procedures after the notification will be ineligible to apply for dorm space for the following semester and their parents (guardians) will be informed to carry out joint counseling.

八、住宿學生於入住時，依學校規定繳交住宿保證金，住宿保證金為搬離宿舍時，經自治幹部檢查寢室清潔合乎要求後無息退還保證金。

8. The dormitory deposit is required on the date of registration in accordance with the regulations of Dormitory Self-governance Association, and will be returned in full without interest after inspection of the room conducted by the officers of Dormitory Self-governance Association.

1) 收費金額：學期住宿清潔保證金新台幣 1000 元；磁卡及鑰匙押金新台幣 1000 元，合計貳仟元。離舍時無息退還。

Fee Amount: Cleaning deposit of NT\$1,000; card and key deposit of NT\$1,000, a total of NT\$2,000.

2) 住宿保證金沒入：若非因休學、退學、轉學等原因，於學期中辦理退宿者，沒入全額保證金，其餘依實際損壞或遺失狀況，沒入部分保證金。

Dormitory deposit retained: If residents move out the dormitory in the middle of the semester not because of taking study leave, withdrawing from school, or transferring to other universities, their dormitory deposit will be retained. Some part of the dormitory deposit will be retained in accordance with the actual situation of damage or loss in the room.

九、住宿學生凡違反住宿規則，視情節輕重依學生獎懲辦法處理，境外生、陸生則通知所屬學校一併處分，重大違規者另行專案簽處。

