

國立臺灣科技大學學生宿舍管理辦法

Dormitory Regulations of the National Taiwan University of Science and Technology

95.06.07 94學年度第4次學生事務會議通過

Passed in the fourth meeting of the Student Affairs Council in the 2005-6 academic year on June 7, 2006

96.06.14 95學年度第5次學生事務會議通過

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第壹章 目的

Chapter 1. Purpose

第一條 為維護學生宿舍秩序與安全，期使宿舍管理更臻完善，特訂定本辦法。

Article 1

These regulations are specially set out to maintain the order and security of the dormitories of NTUST, and to enable the fully effective functioning of dormitory management.

第貳章 職掌

Chapter 2. Duties

第二條 學生宿舍管理、住宿生生活輔導、宿舍保全執行成效督導與考核、行政綜合協調事項等，由學生事務處生活輔導組負責策劃。

Article 2

The Life Guidance Division of the Office of Student Affairs is in charge of dorm management, dorm residents' counseling, dorm safety inspection and evaluation, administrative coordination and so on.

- 一、宿舍輔導老師：由行政人員兼任。
1. Dorm Counselors
Administrative staff serve as dorm counselors concurrently.
 - 二、宿舍管理員：負責宿舍裝備維護與財產管理及宿舍保全—委外業務與執行考核。
 2. Dorm Administrators
Dorm administrators are responsible for maintaining dorm facilities, managing dorm property, ensuring dorm safety and security, and conducting evaluations.
 - 三、宿舍保全：由與本校簽訂合約之保全公司，依約執行宿舍安全管制、學生生活服務、環境清潔維護等事項。
 3. Dorm Security
The security company contracted by NTUST is in charge of dorm safety, student life services, and maintenance of the cleanliness of the dorms and their environment.
 - 四、宿舍自治幹部：協助住宿生生活規範、意見反映、宿舍申請(遞補)作業、團康活動及臨時交辦事項。學生宿舍自治會組織規則另訂之。
 4. Dormitory Self-Government Association Officers:
 - ◆ Help residents understand the dorm regulations.
 - ◆ Make recommendations on policies and regulations concerning the dorms.
 - ◆ Assist in processing applications for dorm spaces.
 - ◆ Hold activities for the dorms.
 - ◆ Handle other tasks assigned by the university.(Regulations of the Dormitory Self-Government Association are set out separately).
 - 五、行政協調：總務處協助宿舍修繕工程、水電維護、陣營具採購、宿舍保全委外招標等事宜。
 5. Administrative Coordination
The Office of General Affairs shall
 - ◆ Help to improve and repair the facilities in the dorms.
 - ◆ Be in charge of dorm procurement.
 - ◆ Handle the tender project for the dorm security company.

第參章 申請

Chapter 3. Application for Dormitory Space

第三條 本校學生宿舍專供本校在學學生住宿之用，不含在職班及部份時間修課學生。

Article 3

All full-time students may apply for dormitory space, while part-time and evening program students are not eligible to apply

第四條 申請資格

Article 4 Qualifications needed to apply for dorm space:

- 一、凡設籍台北市、新北市、基隆市以外地區滿一年以上者得提出---申請。
 1. Students who have held household registration outside of Taipei City, New Taipei City or Keelung City for at least one year can apply for dorm space.
- 二、僑生、外籍生、身心障礙（含其他重大殘疾檢附醫院證明簽奉核定者）學生。
 2. Overseas Chinese students, international students, and students who are physically or mentally challenged (including other significant disabilities with a certificate signed by a hospital).
- 三、特殊個案。
 3. Special cases.

第五條 提出住宿申請之學生為新生時，應於入校時行健康檢查，檢查項目由學校訂之。未於指定期間內，提出健康檢查報告者，停止住宿，準用第十五條規定辦理。
經健康檢查有下列情形之學生，暫緩進住；已進住者，停止住宿，準用第十五條規定辦理：

Article 5 When the applicant for dorm space is a new student, the student must undergo a health examination as part of the enrollment process, with the items to be examined by the doctor to be determined by the university. Any student who has not provided a health examination report by the announced deadline will be refused dorm space, and the matter will be handled according to Article 15 below. Students whose health examination report indicates any of the following conditions must postpone moving into the dorm; those with such conditions who are already living in the dorm must move out, as indicated in Article 15 below:

- 一、罹傳染病，經政府主管機關基於傳染病防治需要，有停止住宿之必要者。
 1. Contagious diseases for which the government authorities have determined that moving out of the dorm is necessary to prevent transmission of the disease to others.
- 二、精神疾病病人，有傷害他人或自己或有傷害之虞者，或經專科醫師診斷認定，病人呈現出與現實脫節之怪異思

想及奇特行為，致不能處理自己事務者。

2. Mental illnesses where the student with the illness has already or is likely to harm others or him/herself or where a medical specialist has determined that the student displays abnormal thinking and unusual behavior which indicates a disconnect with reality that will render the student unable to handle his/her affairs.

三、依前項規定暫緩進住或停止住宿之學生，於傳染病無防治需要停止住宿時、或精神疾病病情穩定時，得提出專科醫師診斷證明，申請依第六條第二項規定遞補抽籤。

3. Students who have postponed moving in or have moved out of the dorm for the above reasons, upon presenting a certificate from a medical specialist stating that there is no longer any danger of transmitting the contagious disease or that the student's mental condition has stabilized, can apply to participate in the lottery for vacant dorm spaces as described in Article 6, Item 2 below.

第六條 床位核准順序：

Article 6. Priorities for Bed Allocation

一、床位分配：住宿申請依下列順序優先分配床位（當現有床位無法滿足某一順位需求時，則該順位採抽籤方式分配）：

1. Bed Allocation

The following are the priorities for bed allocation (if the beds are not sufficient to meet a certain priority group's needs, administrative staff will draw lots to decide who in that priority group can stay in the dorm):

(一) 僑生、外籍生、身心障礙（含其他重大殘疾檢附醫院證明簽奉核定者）學生、縣市政府核定之低收入戶、學生自治幹部、體育績優生（得因校隊訓練之需要，經體育室簽請校長核定者）。

(1) Overseas Chinese students, international students, and students who are physically or mentally challenged (including other significant disabilities with a certificate signed by the hospital), low-income family students (with a certificate issued by a county or city government), and officers of the Student Self-Government Association. Students with great perform on sports (For the training of school team, ratified by

the school principal through Sporting Education Office).

- (二) 四年制一年級、二年制三年級。
 - (2) Four-year and two-year program students who are in their first year at NTUST.
- (三) 大二轉學生
 - (3) Transfer students who are in their first year at NTUST.
- (四) 特殊個案申請，由教學主管推薦經宿舍分配會議議決通過者。
 - (4) Special cases who have been recommended by a department chair and approved by the dorm allocation committee.
- (五) 無兼職碩士班二年級、無兼職博士班一至四年級研究生。
 - (5) Full-time master's degree students who are in their second year and full-time Ph.D. students in their first to fourth years.
- (六) 四年制二年級。
 - (6) Four-year program students who are in their second year.
- (七) 設籍於台北市、新北市、基隆市，因狀況特殊而有住宿需求之學生(以四年制一、二年級，二年制三年級，無兼職碩士班二年級，無兼職博士班一至四年級研究生為限)，採登記方式辦理。審查時將依戶籍遠近、交通狀況(通勤來回2小時以上者)排序；條件相同者以抽籤決定之。
 - (7) Students with household registration within Taipei City, New Taipei City, or Keelung City who have special reasons for needing dorm accommodation (restricted to four-year program students in their first or second year, two-year program students in their first year, full-time master's degree students in their second year and full-time Ph.D. students in their first through fourth years), can sign up to apply for dorm space. Applicants will be ranked in priority according to their distance from campus and transportation situation (needing a round-trip commute of 2 hours or more); students in identical situations will be ranked by drawing lots.
- (八) 四年制三、四年級、二年制四年級、碩士班一年級。

(8) Four-year program students who are in their third and fourth year, two-year program students who are in their second year, and master's degree students who are in their first year.

二、遞補抽籤：開學後有退宿或床位空出時，按原床位所屬類別（大學部、研究生）辦理遞補抽籤。（含博五，碩三，大五，不設戶籍限制。）

2. Filling vacancies by drawing lots according to the established system of priorities:

After a semester begins, if there are extra beds due to cancellations or students moving out of the dorm, they will be filled by drawing lots among students eligible for that particular vacancy (undergraduate or graduate). (There are no household registration restrictions on fifth-year Ph.D. students, third-year master's degree students, or fifth year undergraduate students.)

第七條 凡提出住宿申請之學生，須於學務處網路公告及開放時間內（在校生四月；碩、博班新生七月；大學部新生八月辦理），上網申請及選填床位，逾時則不予受理。

Article 7

Students who want to apply for dorm space shall submit their applications online during the period of time announced by the Office of Student Affairs (for current students: in April; for new master's and Ph.D. students: in July; for new undergraduate students: in August) through the Office of Student Affairs website. Late applications will not be accepted.

第肆章 分配

Chapter 4. Allocation

第八條 住宿區之分配，由生輔組召集各系學會幹部依公開程序完成之。

Article 8

The Life Guidance Division will call a meeting of officers from the student associations of all the departments to decide the allocation of dorm space through an open public procedure.

第九條 床位依申請學生之意願自行選擇。

Article 9

Students who apply for dorm space can choose their preferred bed assignments.

第十條 僑生、外籍生依其混同住宿意願，由生輔組分配床位。

Article 10

The bed assignments of overseas Chinese students and international students will be assigned by the Life Guidance Division in accordance with the students' preference for rooming with local students or with other international students.

第伍章 進住

Chapter 5. Moving into the Dorm

第十一條 住宿生應於註冊時繳交住宿費，並於公告時間內由本人持繳費收據至宿管中心領取鑰匙後始可進住。

Article 11

Boarders shall pay their dorm fee and registration fees at the same time. After submitting the receipt to the Dorm Management Center within the announced period of time, boarders shall receive their keys and can then move into the dorm.

第十二條 於進住宿舍時，須以寢室為單位填妥住宿保證書一份，經寢室全體成員簽名後，交由宿管中心存查。住宿生應詳加研讀保證書內所列遵守事項。

Article 12

After moving into the dorm, the boarders in each room must hand in to the Dorm Management Center one copy of the pledge to obey dorm policies and regulations which has been signed by every boarder in the room. Boarders should read carefully all the information contained in the pledge about the dorm rules that they are required to obey.

第陸章 退宿

Chapter 6. Moving Out of the Dorm

第十三條 住宿期限以一年（依本校行事曆）為原則，住宿期滿不續住者應於公告時間內遷出。

Article 13

In principle, the period of dorm residence is one year (as indicated by the NTUST academic calendar). After the period expires, boarders should move out of the dorm within the announced period of time.

第十四條 住宿生於學期中因休學、退學、轉學、自願退宿、勒令退宿，應於一週內辦理退宿。

Article 14

During the regular semesters, boarders shall have one week to move out of the dorm if required to leave for any of the following reasons: temporary withdrawal from studies, expulsion from the university, transferal to another school, personal decision to move out of the dorm, or a violation of regulations that results in losing the right to stay in the dorm.

第十五條 住宿生於學期中有第五條第一、二項之情形者，限於一週內辦理退宿。第五條第三項之規定準用之。

Article 15

Students whose physical or mental health falls under the conditions described in Article 5, Items 1 and 2 above, must move out of the dorm within one week. Such students who later meet the conditions described in Article 5, Item 3 above, can apply to participate in the lottery for vacant dorm spaces as described in Article 6, Item 2 above.

第十六條 退宿時依寢室財產卡完成公物清點(繳還)與環境整理，經自治幹部檢查合格後，至宿管中心辦理離舍手續後始可離舍。

Article 16

After officers of the Dorm Self-Government Association have finished the room inspection and determined that no damage or loss of furniture or facilities registered for that room has occurred and that the space occupied has been cleaned and tidied, boarders shall complete departure procedures in the Dorm Management Center and then move out of the dorm.

第十七條 住宿生離舍前應將個人物品全數搬離，逾期未搬離者，於公告後以廢棄物處置，不得異議。

Article 17

Boarders shall take away all their personal belongings within the announced period of time when moving out of the dorm; otherwise, the things left in the room will be disposed of as trash.

第七章 暑期住宿

Chapter 7. Staying in the Dorm during Summer Vacation

第十八條 暑假住宿及管理由生輔組依每年宿舍修繕工程及院(系)暑期活動住宿需求，於網路公告並受理申請作業。

Article 18

Availability of dorm space during summer vacation as well as the

dates and procedure for applying will be announced on the website of the Life Guidance Division. Availability will depend on scheduled annual dorm maintenance work as well as the needs of the various summer programs sponsored by the university's departments and graduate institutes.

第十九條 暑假活動住宿床位需求，由各辦理單位於每年四月底向生輔組提出申請。

Article 19

The departments and other units responsible for summer programs should submit their applications for summer dorm space to the Life Guidance Division by the end of April every year.

第二十條 暑期未經申請住宿之空床位，得用以支援學生辦理活動，或錄取為本校碩士班新生之研究所需，申請暫住由生輔組核配。

Article 20

Available beds which have not been taken for summer programs shall be used to support student activities or for new graduate students who are on campus to do their research. Applications for the allocation of summer vacation dorm space will be handled by the Life Guidance Division.

第二十一條 暑假住宿期滿退宿，依第十六條，第十七條規定辦理。

Article 21

When the summer vacation dorm accommodation period ends, boarders shall move out of the dorm as described in Articles 16 and 17 above.

第捌章 床位異動

Chapter 8. Change of Bed Assignment

第二十二條 凡經生輔組核准之住宿名單，均於學務處網站及宿舍公佈欄公布，未向生輔組報備核准不得擅自變更床位。

Article 22

The name list for the allocation of dorm space will be approved by the Life Guidance Division and announced on the website of the Office of Student Affairs and the bulletin boards in the dorms. Boarders shall not change their bed assignments without the approval of the Life Guidance Division.

第玖章 收退費標準

Chapter 9. Standards for the Collection and Refunding of Dorm Fees

第二十三條 學生住宿費，區分為上學期(含寒假)、下學期、暑假三個階段依校訂標準收費；短期住宿人員，以每人每日50元計費。(學生住宿冷氣費用需另行自付)

Article 23

The dorm fee determined by the university is normally charged for each of 3 periods: fall semester (including winter vacation), spring semester, and summer vacation. Short-term accommodation fees will be charged at the rate of NT\$50 per day. (Air conditioning expenses are not included in the accommodation fees.)

第二十四條 經核准遞補床位之住宿，除學期初統一遞補全額收費外；餘時段則按住宿期程比例方式收費。(以週為單位計費)

Article 24

For students who fill a vacancy in a dorm after the semester has started, the dorm fee shall be charged according to the proportion of the particular time period that the student lives in the dorm, using one week as the unit of reckoning. Those filling vacancies that become available at the beginning of each semester shall pay the total fee.

第二十五條 學期開始即辦理退宿者，全額退還住宿費；則學期中一般退費方式同第二十四條，但勒令退宿不予退費。

Article 25

Students who cancel their stay in the dorm when the semester has just begun will get a full refund. Those who cancel their stay in the middle of the semester will get a refund according to the principle outlined in Article 24. However, students who are expelled from the dorm will not get a refund.

第二十六條 申請異動核准後之住宿，其低於原宿舍之住宿費者，不退差價；其高於原宿舍之住宿費者，應補繳差價。

Article 26

Boarders who get approval to change their dorm assignment will not be reimbursed for the price difference if the original dorm fee is higher than the new one. However, if the new dorm fee is higher than the original one, boarders shall pay the price difference.

第拾章 宿舍規範及違規處理要點

Chapter 10. Dorm Rules and Penalties for Violations

第二十七條 為維護宿舍安全與秩序，特訂定宿舍規範及採取違規記點制度；凡住宿期間有下列情形之一者，經宿舍輔導人員、自治幹部或住宿生檢舉經查屬實者，即依情節予以記點(觸

犯校規之部份依「學生獎懲辦法」處理。），住宿規範及記點標準如下：

Article 27

The following rules and the penalties for violations are specially set up to maintain the order and security of the dormitories of NTUST. If boarders are proven to have violated the regulations by dorm counselors, officers of the Dorm Self-Government Association, or other boarders, they will be given penalty points according to the seriousness of the violation. (Violations of university regulations are subject to the Regulations Governing Rewards and Penalties for Students.) A list of dormitory rules and the penalties for violations can be found below:

一、凡有以下行為者，扣二十點(勒令退宿)：

1. Violations (1) to (4) will result in 20 penalty points and automatic expulsion from the dorm, and the loss of the right to apply to stay in a dorm until graduation:

(一)偷竊、賭博、酗酒鬧事、鬥毆。

(1) Stealing, gambling, drunken behavior, fighting.

(二)擅自頂讓、霸佔床位或惡意排斥室友進住。

(2) Selling one's dorm authorization, occupying a bed without authorization, preventing a roommate from using an authorized bed.

(三)儲放危險物品、易燃物品、燃放煙火、焚燒物品。

(3) Storing dangerous or inflammable goods, shooting off fireworks or setting any kind of fire.

(四)私自更改冷氣電路或計費系統，規避計費器計費之情事。

(4) Altering the circuitry or accounting system of the room air conditioners to avoid being charged.

二、凡有以下行為者，扣十五點(取消下學期住宿資格)：

2. Violations (5) to (13) will result in 15 penalty points and the loss of the right to apply to stay in the dorm the next semester.

(五)酗酒、打麻將、吸菸。

(5) Drinking, playing mahjong, and smoking.

(六)帶異性進入宿舍。

(6) Bringing members of the opposite sex into the dorm.

(七)擅自留宿親友、異性、外賓或非同室住宿生。

(7) Allowing relatives, friends, members of the opposite sex, other non-NTUST guests, or NTUST students who are not one's roommates to stay overnight or longer in one's dorm room.

(八)私自將寢室內之公物移至寢室外或毀棄。

(8) Removing or damaging public property without authorization.

(九)無故不參加宿舍消防及逃生演練。

(9) Being absent from fire drills without giving a reason.

(十)凡未經核准引進外人進入宿舍內進行宗教及商業(買賣)活動，或其它影響同學安寧行為。

(10) Bringing non-boarders into the dorm without permission to carry out religious or commercial activities or any other behavior that disturbs other boarders.

(十一)不配合宿舍各項相關行政規定。

(11) Violating any dorm-related administrative regulations.

三、凡有以下行為者，扣十點：

3. Violations (14) to (21) will result in 10 penalty points:

(十二)使用電暖爐、烘被機、微波爐、電磁爐、冰箱等電荷量過大之電器品及瓦斯用品。

(12) Using electric heaters, electric dryers, microwave ovens, electric hot-plates, refrigerators, or other electrical appliances that might cause power overload or using gas-fueled appliances.

(十三)在宿舍內有炊爨行為。

(13) Cooking in the dorm.

(十四)利用宿舍網路從事不法之行為或違反學術網路之使用規範。

(14) Any illegal behavior using the dorm internet connections or behavior in violation of TANet regulations.

(十五)擅自更換床位。

(15) Moving to a different bed without authorization.

(十六)將宿舍門禁卡借他人使用。

(16) Lending a student ID to other people to enter the dorm.

(十七)飼養動(寵)物。

(17) Keeping pets in the dorm.

(十八)酒後行為影響他人者。

(18) Any liquor-influenced behavior that affects other boarders.

(十九)其他違反公共衛生、居住安寧或公共安全之行為，經勸導無效者

(19) Any other behavior that adversely affects public hygiene, quiet, or safety, if the boarder refuses to change the behavior after receiving a warning.

(二十)不配合宿舍自治會所訂定之宿舍公約細則，經勸導無效者。

(20) Violating any regulations established by the Dorm Self-Government Association, if the boarder refuses to obey the regulations after receiving a warning.

(二十一)上述兩款違規行為之勸導，勸導單之開立由教官、行政人員

或宿舍自治幹部會同宿管人員為之。

(21) Warnings regarding Violations 19 or 20 will be issued to boarders by the military instructors, administrative staff or officers of the Dorm Self-Government Association with the approval of the dorm administrators.

第二十八條 違規記點數累積未逾十點者，仍可提出住宿申請，但累積點數列入爾後每學年併計之。

Article 28

Boarders who have accumulated fewer than 10 violation points can still apply for dorm accommodation. However, violation points will continue to be accumulated throughout the following school years.

違規記點數累積達十五點(含)以上，取消下學期住宿權，一年內不得提出住宿申請。

Boarders who accumulate 15 or more violation points will lose the right to continue to stay in the dorm in the next semester (to complete the usual one-year residence period), and will not be allowed to apply for dorm accommodation for a period of one year after being required to move out.

違規記點數累積達二十(含)點以上，勒令退宿，且就學期間不得提出住宿申請。

Boarders who accumulate 20 or more violation points will be expelled from the dorm, and will lose the right to apply to stay in a dorm while enrolled at NTUST.

第拾壹章 宿舍安全

Chapter 11. Dorm Security

第二十九條 宿舍門禁由保全公司負責執行，住宿生憑學生證刷卡出入。

Article 29

The security company will be in charge of implementing the dorm curfew. Boarders shall use their student ID card to enter/go out of the dorms.

第三十條 凡施工維修人員、訪客家屬均須至宿管中心登記，並穿著黃色背心後，由保全人員陪同始得進入宿舍各樓層。

Article 30

Both maintenance staff and visitors shall register in the Dorm Management Center and wear yellow vests, and they shall enter the dorms accompanied by security guards.

第三十一條 每學期協調總務處檢查消防器材、電源、鍋爐、飲水、電梯及各樓層逃生等設備，以維宿舍安全。

Article 31

In order to maintain the security of the dorms, every semester the Office of General Affairs will inspect fire fighting equipment, power sources, boilers, drinking fountains, elevators, and emergency escape equipment on every floor.

第三十二條 每學年住宿生須配合學務處參加消防及逃生演練乙次。

Article 32

Boarders must attend the fire and disaster evacuation drill held by the Office of Students Affairs once each academic year.

第拾貳章 一般規定

Chapter 12. General Regulations

第三十三條 寒、暑假期間封閉之宿舍及寢室，除宿舍輔導管理人員及檢修者外，任何人不得擅自進入。

Article 33

Except for the dorm administrative or maintenance staff, no one is allowed to enter dorms or rooms that have been closed down during the winter and summer vacations.

第三十四條 住宿生進住宿舍後，對所分配使用之公物負有保管之責，若有損壞或遺失，應照價賠償。

Article 34

Boarders shall take good care of public equipment and facilities. If there is any damage or loss caused by boarders during their stay in the dorm, the boarders shall compensate for the damage or loss according to the cost determined by the university.

第三十五條 公物損壞或因老舊故障，請以修繕系統報修。

Article 35

Please report any damage or breakdowns found in the rooms or dorm equipment and facilities by filling out a maintenance and repairs report form obtainable from the counter of the Dorm Management Center.

第三十六條 學務處各宿舍輔導人員得會同宿舍自治幹部、宿管人員或有關單位，對宿舍進行安全、衛生及第拾章所列事項等檢查。

Article 36

The dorm guidance personnel of the Office of Student Affairs along

with the officers of the Dorm Self-Government Association and dorm administrative personnel shall conduct inspections of dorm security, sanitation, and adherence to the dormitory rules set out in Chapter 10.

第三十七條 本管理辦法一體適用於僑生、外籍生、交換生、訪問生。

Article 37

These regulations also apply to overseas Chinese students, international students, exchange students and visiting students.

第拾參章 附則

Chapter 13. Addendum

第三十八條 本辦法經學務會議通過呈校長核定後實施，修正時亦同。

Article 38

These regulations will go into effect after passage by the Student Affairs Council and approval by the president of NTUST. The same will be true for all future amendments.