

# 東海大學學生宿舍生活公約

## Tunghai University Student Dormitory Life Regulations

114 年 9 月修訂

Revised in September 2025.

### 壹、總則

#### Section I: General Provisions

- 一、為維持住宿品質與環境，養成良好的住宿生活習慣，增進生活規律，並明確生活輔導與考核規範細則，特制定本公約。
  1. To maintain the quality and environment of accommodation, cultivate good living habits, enhance the daily routine, and establish clear guidelines for life counseling and assessment, this agreement is hereby established.
- 二、依據東海大學學生宿舍管理規則訂定之。
  2. This agreement is formulated in accordance with the Tunghai University Student Dormitory Management Regulations.
- 三、住宿生應遵守本公約，其行為符合本校「學生獎懲辦法」之規定者，宿舍管理人員獎勵或懲戒之。
  3. Residents shall abide by this agreement. Those whose behavior complies with the provisions of the 'Student Reward and Punishment Regulations' of this university shall be rewarded or disciplined by the dormitory managers .

貳、學生宿舍管理，由學生事務處住宿輔導組策劃，並指派相關人員執行下列業務

Section II: Dormitory Management. The management of student dormitories is planned and executed by the Student Affairs Office's Housing Counseling Division, which assigns the following responsibilities to relevant personnel:

#### 一、宿舍管理人員：

##### 1. Dormitory Managers:

(一)擬訂年度經營計畫書、綜理宿舍經營與住宿學生之輔導與服務工作、輔導召開宿舍幹部會議並出席宿舍相關會議、推動各項活動等舍區優質環境營造工作、協助心理衛生工作之推動、協助學生宿舍 床位分配及其他有關宿舍服務暨輔導之臨時交辦事項。

(1) Develop annual operation plans, oversee dormitory operations, counseling, and services for resident students, conduct meetings with dormitory leaders, attend relevant dormitory meetings, promote various activities, and create a high-quality living environment in the dormitory areas.

(二)負責宿舍安全維護、公共財產保管、水電正常供應及維修(護)申請驗收等事宜。

(2) Be responsible for dormitory security, the safekeeping of public property, ensuring water and electricity supply and maintenance, and handling (guarding) inspection applications, among other duties.

#### 二、學校維修人員：負責學生宿舍各項設施之維護、修繕、改善、補充與購置等事宜。

2. Tunghai University Maintenance Staff: Responsible for maintaining, repairing, improving, supplementing, and procuring various facilities in student dormitories.

#### 三、宿舍服務幹部：協助上開各款人員執行本規則，以落實各項管理暨服務工作。宿舍服務幹部之組成與工作內容，由住宿輔導組另訂之。

3. Dormitory Service Officers: Assist the aforementioned personnel in implementing these regulations and carry out various management and service-related tasks. The composition and responsibilities of dormitory service officers are determined separately by the Housing Counseling Division. Please note that the translation may vary depending on the specific context and terminology used in the original document.

### 參、宿舍寧靜與夜間關懷

#### Section III, Dormitory Quietness and Nighttime Care

- 一、為維護宿舍區內之安寧，若有喧嘩、製造噪音等妨礙安寧之行為者，扣住宿點數 1-3 點。
  1. To maintain the tranquility within the dormitory area, anyone who is noisy or creates disturbances will have 1-3 points deducted from their accommodation score.
- 二、宿舍寧靜時段為 23:00-07:00，00:00 關閉寢室大燈，期中、期末考前 2 週延至 02:00 熄燈，寧靜時段內住宿生之一切活動應降低音量，以維護宿舍良好的住宿品質。
  2. The quiet hours in the dormitory are from 23:00 to 07:00. Therefore, the light in the bedroom will be turned off at 00:00. However, two weeks before the mid-term and final exams, the lights out time is extended to 02:00. During the quiet hours, all activities of the residents should be kept quiet to maintain good living quality in the dormitory.
- 三、00:00-07:00 禁止使用脫水機、洗（烘）衣機，違反規定者，扣住宿點數 2 點。
  3. The use of dehumidifiers and laundry (drying) machines is prohibited during 00:00 to 07:00. Violators will have 2 points deducted from their accommodation score.
- 四、21:00-24:00，棟長實施住宿生夜間關懷，並登載於棟長工作日誌。
  4. From 21:00 to 24:00, the dormitory head will perform nighttime care for the dormitory residents, and this will be recorded in the dormitory head's work log.

### 肆、宿舍秩序

#### Section IV, Dormitory Order

- 一、宿舍區嚴禁任何賭博行為，經查獲者扣住宿點數 6 點。
  1. Any gambling activities are strictly prohibited in the dormitory area. If discovered, 6 points will be deducted from the resident's accommodation score.
- 二、嚴禁竊盜行為，經查獲證實者，扣住宿點數 6 點外，另依法究辦。
  2. Theft is strictly forbidden. If confirmed, in addition to a deduction of 6 points from the resident's accommodation score, legal actions will also be taken.
- 三、在宿舍區內不得飼養寵物（貓、狗、鼠、兔、蛇、蜥蜴、禽類.....等），經查獲者，扣住宿點數 1-3 點。
  3. Pets (including cats, dogs, mice, rabbits, snakes, lizards, birds, etc.) are not allowed in the dormitory area. If discovered, 1-3 points will be deducted from the resident's accommodation score.
- 四、宿舍區車輛停放應依規定放置，違規者，扣住宿點數 1 點。
  4. Vehicles in the dormitory area must be parked according to the rules. Violators will have 1 point deducted from their accommodation score.
- 五、嚴禁於網路上以不當言論侮辱或毀謗他人，違者扣住宿點數 4 點。若觸犯法律則依法究辦。
  5. It is strictly forbidden to insult or defame others with inappropriate comments online. Violators will have 4 points deducted from their accommodation score. If the law is broken, legal actions will be

taken.

- 六、嚴禁私自轉讓床位，如經發現，出讓及受讓之學生扣住宿點數 6 點，並須立即辦理退宿（不退費），在校期間取消住校抽籤資格。
6. Subletting of beds is strictly forbidden. If discovered, both the subletting and accepting students will have 6 points deducted from their accommodation score and must immediately move out (without a refund). They will also lose their eligibility for the dormitory lottery during their time at the school.
- 七、住宿期間如需更換床位、寢室，請至住宿輔導組辦理。私換者扣住宿點數 2 點。
7. If you need to change your bed arrangement or bedroom during your stay, please go to the Accommodation Counseling Group. If you change privately, 2 points will be deducted from your accommodation score.
- 八、同寢室室友居住期間若起爭執糾紛，經棟長、師長調解未能解決者，由住宿輔導組協助調整寢室，雙方不得異議。
8. If disputes arise among dorm roommates during their stay, and the dispute remains unresolved after mediation by the dormitory head or teachers, the Accommodation Counseling Group will assist in adjusting the bedroom arrangement. Neither party may object to the new arrangement.

#### 伍、訪客條款

##### Section V, Visitor Terms

- 一、考量安全需求，除經住宿輔導組同意外，女生宿舍區禁止男性進入。
1. Considering safety needs, except with the consent of the Accommodation Counseling Group, the female dormitory area prohibits males from entering.
- 二、23:00-07:00 嚴禁訪客逗留學生宿舍區，如未遵守或侵犯他人空間及權益者，扣住宿點數 2-4 點。
2. Visitors are strictly prohibited from staying in the student dormitory area from 23:00 to 07:00. If this rule is not obeyed or if someone's space and rights are violated, 2-4 points will be deducted from the resident's accommodation score.
- 三、訪客在寢室內不得有違反善良風俗之行為，違反規定者，當事人扣住宿點數 4 點。
3. Visitors must not engage in any behavior in the dormitory that violates good morals. If this rule is violated, 4 points will be deducted from the resident's accommodation score.
- 四、學生宿舍浴室嚴禁異性進入淋浴，女生可以使用男生廁所但不能共廁，以示尊重及維護隱私。如違反本項規定者，扣住宿點數 4 點；共浴或共廁者扣住宿點數 6 點。
4. The student dormitory bathrooms strictly prohibit the opposite sex from entering to shower. Females can use male toilets but cannot share the toilet, in respect of privacy. If this rule is violated, 4 points will be deducted from the resident's accommodation score; if sharing a bath or toilet, 6 points will be deducted.

#### 陸、宿舍安全

##### Section VI, Dormitory Safety

- 一、基於防疫之需以及公共利益與共住安全，依本公約及教育部規範，學生宿舍住宿同學需配合學校調整宿舍寢間。
1. Based on the need for epidemic prevention and the interests of public welfare and cohabitation safety, students living in the dormitory should cooperate with the school to adjust the dormitory

rooms in accordance with this agreement and the regulations of the Ministry of Education.

- 二、已建置門禁安全刷卡系統之宿區，為安全維護管制，住宿生應持本人學生證刷卡或東海大學電子證卡門禁 QR CODE 方可進入宿舍，違反規定者扣住宿點數 3 點；跟隨進入者，亦同；蓄意造成門禁安全管制系統損壞者，除照價賠償外扣住宿點數 5 點。
  2. For the sake of controlling access to student quarters and student safety, when entering dormitory areas equipped with ID card scanner systems, residents should scan their student ID cards or use their Tunghai University electronic ID QR code to enter. Violators and those that follow others into the dorms will have 3 points deducted from their accommodation score. Persons that intentionally damage the scanning systems will be required to compensate for any and all damages and will lose 5 accommodation points.
- 三、為避免跳電寢室內同時間只可使用 1 部吹風機，其他電器(如電鍋、快煮鍋...等)均嚴禁使用，烹煮食物請至宿舍區專用廚房，以確保用電安全。違反規定者，扣住宿點數 3-6 點。
  3. To avoid power outage, only one hair dryer can be used at the same time in the dormitory room. The use of other electrical appliances (such as electric pots, instant pots, etc.) is strictly prohibited. To cook food, please go to the designated kitchen in the dormitory area to ensure electrical safety. Violators will have 3-6 points deducted from their accommodation score.
- 四、宿舍區內禁止使用明火，以防範火災之發生。違反規定者，扣住宿點數 5 點，觸犯法律者依法究辦。
  4. The use of open fire is prohibited in the dormitory area to prevent fires. Violators will have 5 points deducted from their accommodation score. Legal actions will be taken if the law is broken.
- 五、高樓頂層（一教宿舍區 30 棟、21 棟、32 棟、33 棟，女生宿舍區 23 棟，二教宿舍區等）為消防逃生疏散使用，非緊急情況嚴禁出入；所有寢室陽台為逃生設施之一，嚴禁攀爬及堆放物品，上述違規者扣住宿點數 1 點。
  5. The top floors of high-rise buildings (including the 30th dormitory, the 21st dormitory, the 32nd dormitory, the 33rd dormitory in the first teaching area, the 23rd female dormitory and the dormitory in the second teaching area, etc.) are for fire escape and evacuation use. Non-emergency access is strictly prohibited. All dormitory balconies are part of the escape facilities, and climbing or storing items is strictly prohibited. Violators will have 1 point deducted from their accommodation score.
- 六、依據宿舍管理規則第 16 條有下列情形者，得令其停止住宿：(一)有自傷、傷人行為及情緒狀態不穩導致影響團體生活者。(二)經醫生診斷身心狀態不宜住宿者。(三)上述兩項經醫生評估狀態穩定，並開立證明後，始能恢復住宿。
  6. According to Article 16 of the Dormitory Management Rules, the following situations may result in the termination of residence: (a) Self-harm, assault, and emotional instability that affect group life. (b) Diagnosed by a doctor as unsuitable for dormitory living due to physical and mental conditions. (c) The above two items can only be resumed after a doctor's evaluation of stability and issuance of a certificate.
- 七、發生疑似騷擾事件，經查證屬實後；視情節狀況，扣行為人住宿點數 3-6 點。
  7. If suspected harassment is confirmed, the perpetrator will have 3-6 points deducted from their accommodation score, depending on the severity of the situation.
- 八、發現陌生人在宿舍區附近遊蕩，請立即通報棟長及住宿輔導組、校安中心或交通及事務組。
  8. If a stranger is found wandering near the dormitory area, please immediately notify the dormitory head and the Accommodation Counseling Group, the Campus Security Center, or the Business

service section.

九、涉及違反妨礙秘密罪相關行為包含浴室偷拍者，將移送校內性平委員會和司法機關依法究辦；經查屬實者，予以扣住宿點數 6 點。

9. Anyone involved in violating privacy-related behaviors, including voyeurism in the bathroom, will be referred to the school's Gender Equity Committee and judicial authorities for investigation. If confirmed, 6 points will be deducted from the accommodation score.

十、借用寢室備用鑰匙需本人親自辦理，並於 30 分鐘內歸還，逾時未還者，扣住宿點數 1-2 點。

10. Borrowing the spare key for the dormitory room must be done personally and returned within 30 minutes. If not returned on time, 1-2 points will be deducted from the accommodation score.

### 柒、違禁品條款

#### Section VII, Prohibited Items Terms

一、依據現行『菸害防制法』規定：校園內全面禁止吸菸(含電子菸)；違者通報本校生活輔導組取締並扣住宿點數 3-6 點，屢犯者移送衛生局依法開罰 2000 至 10000 元。

1. In accordance with the current "Tobacco Hazards Prevention Act": Smoking (including e-cigarettes) is completely prohibited on campus. Violators will be reported to the school's Life Counseling Group for punishment and will have 3-6 points deducted from their accommodation score. Habitual offenders will be reported to the Health Bureau and fined between 2000 and 10000 NTD according to the law.

二、嚴禁於宿舍區內持有麻將、菸(含電子菸)、酒類或違禁藥物，違反規定者扣住宿點數 1-3 點，如使用上述物品扣住宿點數 3-6 點，觸犯法律者則依法究辦。

2. It is strictly forbidden to possess mahjong, tobacco (including e-cigarettes), alcohol or illegal drugs in the dormitory area. Violators will have 1-3 points deducted from their accommodation score. If these items are used, 3-6 points will be deducted, and if the law is broken, legal actions will be taken.

三、持有其他可能危害宿舍安全之物品(如刀械、槍械.....等)，經查獲者扣住宿點數 6 點，觸犯法律者依法究辦。

3. Possession of other items that may jeopardize dormitory safety (such as knives, firearms, etc.) is strictly forbidden. If discovered, 6 points will be deducted from the accommodation score, and if the law is broken, legal actions will be taken.

四、違反以上規定者，學校得代為保管違禁物品，於當學期結束時由學生主動向責任區老師領取，若未領取，保管物將視同廢棄物逕行丟棄。

4. Violators of the above rules will have their prohibited items confiscated by the school for safekeeping. At the end of the semester, students must actively retrieve their items from the responsible teacher. If the items are not retrieved, they will be considered waste and discarded directly.

### 捌、宿舍整潔及水電

#### Section VIII, Dormitory Cleanliness and Utilities

一、宿舍區環境髒亂且未清潔，將予以扣住宿點數 1 - 6 點。

1. If the environment of the dormitory area is dirty and not cleaned, 1- 6 points will be deducted from the accommodation score.

二、寢室內僅可使用無痕掛勾及無痕膠帶，違者將予以扣住宿點數 1 - 2 點，並恢復原狀。

2. Only traceless hooks and tape can be used in the dormitory. Violators will have 1 - 2 points deducted from their accommodation score and the dormitory will be restored to its original state.

三、維持寢室內外（個人空間）整潔，請務必做好垃圾分類並禁止將人為垃圾丟棄於浴廁內、飲水機上層（含飲水機槽）與附近，在宿舍公共區域放置任何物品，一旦查獲將視情節輕重扣住宿點數 1-3 點。

3. Dormitory facilities, whether public or private, should be kept clean and tidy. Please be sure to separate recyclables and garbage, and discard garbage in the appropriate locations. Those who violate the rules by placing their belongings in the public area will have 1-3 points deducted from their accommodation score.

四、光線充足時應隨手將公共區域電燈關掉，使用水龍頭後應拴緊再離開。

4. When there is sufficient light, the lights in the public area should be turned off immediately after use, and the faucet should be tightened after use.

五、應愛惜公物，「損壞回報；人人有責」，如人為惡意破壞，扣住宿點數 6 點並依法負損害賠償之責。

5. Public property should be cherished. The principle of "report if damaged; everyone is responsible" applies. If there is malicious damage, 6 points will be deducted from the accommodation score and the perpetrator will be legally liable for compensation for the damage.

六、學生宿舍浴室盥洗熱水供應時間如下：

6. The hot water supply times in the student dormitory bathrooms are as follows:

(一) 一教宿舍區：18:00-01:00 額外增加時段：第 30 棟 2 樓 MT202(男生使用)、第 13 棟宿舍(男生使用)、4 樓 MT402(女生使用)全天候供應。

(a) The first teaching area: 18:00-01:00 Additional time slot: MT202 on the 2nd floor of the 30th building (for male use), the 13th building (for male use) and MT402 on the 4th floor (for female use) are available all day.

(二) 女生宿舍區：17:00~00:00 額外增加時段：第 5、18 棟全天後供應；第 7、19 等棟延至 01:00；另增加 07:00-09:00 之時段。

(b) Female dormitory: 17:00-00:00 Additional time slot: All day supply in the 5th and 18th buildings; extended to 01:00 in the 7th, 19th and other buildings; and an additional time slot from 07:00-09:00.

(三) 二教宿舍區：17:00~00:00 額外增加時段：第 72 棟 5 樓(男生使用)、第 72 棟 8 樓(女生使用)、第 73 棟 8樓(女生使用)全天候供應。

(c) The second teaching area: 17:00-00:00 Additional time slot: The 5th floor of the 72nd building (for male use), the 8th floor of the 72nd building (for female use), and the 8th floor of the 73rd building (for female use) are available all day.

七、為維護宿舍設備，修繕人員得在宿舍管理人員陪同或同意下，進入宿舍，進行維修(護)。

7. To maintain dormitory facilities, maintenance personnel may enter the dormitory for maintenance (protection) with the accompaniment or consent of dormitory management personnel.

玖、住宿點數

## Section IX, Accommodation Points

一、住宿點數計算起訖日期為每年 4 月 1 日起至翌年 3 月 31 日止。

1. The start and end dates for the calculation of accommodation points are from April 1st of each year to March 31st of the following year.
- 二、違規點數消除 (一)住宿違規點數於違規後立即登記，並在系統留下記錄且不得刪除。(二)欲以勞動服務抵免違規點數者，須在 1 個月內完成服務時數方能自系統內消除違規點數。
2. Violation points elimination (a) Accommodation violation points are recorded immediately after the violation and are recorded in the system and cannot be deleted. (b) Those who want to offset violation points with labor service must complete the service hours within one month to eliminate the violation points in the system.
- 三、床位申請 (一)住宿生違規點數達 5 點未消除者，即喪失床位申請資格。(二)申請日前系統內有違規點數未達 5 點者，在學期間內仍具住宿申請權。但於下學年入住前累計違規點數達 5 點且未消除者，則該紀錄得列為下學年住宿資格審查，並視其情形住宿輔導組有權取消其住宿資格。
3. Bed Application (a) If the violation points of the resident reach 5 points and are not eliminated, they will lose the qualification to apply for a bed. (b) If the violation points in the system do not reach 5 points before the application date, they still have the right to apply for accommodation during the semester. However, if the cumulative violation points reach 5 points and are not eliminated before moving in for the next academic year, the record can be listed for the next academic year's accommodation qualification review, and the Accommodation Counseling Group has the right to cancel their accommodation qualification depending on the situation.
- 四、違規扣點通知家長或勒令退宿規定 (一)違規扣點累計 5 點(含 5 點)即通知家長或監護人。(二)違規扣點累計 6 點(含 6 點)即勒令退宿且於 3 日內搬離宿舍及通知家長或監護人，不予退住宿費。
4. Rules for notifying parents or ordering to move out due to violation points deduction (a) Parents or guardians will be notified once the accumulated violation points reach 5 points (including 5 points). (b) If the accumulated violation points reach 6 points (including 6 points), the student will be ordered to move out of the dormitory within 3 days and the parents or guardians will be notified. No accommodation fee will be refunded.

#### 拾、宿舍區套房住宿特別公約：

##### Section X. Special Agreement for Suite Accommodation in the Dormitory Area:

- 一、寢室內門窗、玻璃、牆壁、地面及設施之整潔，由各寢室學生自行協調輪流打掃。
  1. Doors, windows or other glass fixtures, walls, floors, and facilities within each dormitory bedroom shall be cleaned by the residents on an alternating schedule.
- 二、寢室內廁所及浴室請寢室學生自行清理，宿舍管理人員及棟長每個月會進入寢室確認清潔狀況，若檢查不核可、宿舍管理人員開單限期 3 日內改善，未改善者扣住宿點數 2 點，住宿輔導組將安排清潔人員進入房間打掃（不包括垃圾清理），住宿生不得拒絕，清潔費用每間寢室每次新台幣 1,000 元(清潔用品費用另計)。
  2. Students residing in dormitory rooms with bathrooms are responsible for cleaning said bathroom (does not include shared bathrooms). dormitory managers and dormitory head will inspect monthly, and any rooms that failed inspection will be given notice to improve cleanliness within 3 days. If the bathroom still fails to meet cleanliness standards, 2 accommodation points will be deducted and

the Dormitory Counseling Office will arrange for cleaning personnel to clean the room. A fee of \$1000 NTD will be charged, not including the cost of any cleaning supplies used.

三、不得於寢室內外流理台、洗手台、馬桶和任何排水孔等傾倒廚餘、垃圾、面紙、濕紙巾、濕式衛生紙等廢棄物，如丟棄上述廢棄物造成嚴重阻塞，扣住宿點數 1-3 點，廠商處理費需由住宿生自付。

3. Kitchen waste, garbage, wet wipes, tissues, and other such wastes are not to be disposed of in dormitory indoor or outdoor sinks, washbasins, toilets, or drains. Violators will be deducted 1-3 accommodation points and will be fully liable for the cost of removing any resulting blockages.

四、有責任共同維護宿舍走道、洗衣間、茶水間、樓梯、電梯、交誼陽台等公共場所之整潔，亦不得於任何時間，在宿舍公共區域放置任何物品，一旦查獲將視，情節輕重扣住宿點數 1-3 點。

4. Residents have a shared responsibility to maintain corridors, laundry rooms, pantries, stairs, elevators, balconies, and other shared areas. No items should be left in shared areas at any time.

Violators will be deducted 1-3 accommodation points depending on the severity of the issue.

拾壹、其他

#### Section XI, Others

一、屢勸不聽者，扣住宿點數 4-6 點。

1. Repeated offenders that do not heed warnings will be deducted 4-6 accommodation points

二、若有上述未盡之違規事項，將視情節輕重，酌予扣住宿點數 1-6 點

2. For any other offenses not explicitly listed here, a deduction of 1-6 accommodation points will be applied depending on the severity of the issue.

拾貳、施行細則

#### Section XII, Implementation Rules

本公約經學生宿舍棟長會議討論通過，送住宿輔導組組務會議核備後發佈施行。

This agreement is discussed and passed by the Student Dormitory Head Meeting, and after being approved by the Accommodation Counseling Group's business meeting, it is announced and implemented.