

# 東海大學學生宿舍管理規則

## The Management Regulation of Tunghai University Student Dormitory

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Revised and approved by the Executive Council in 10th April 2002  
民國 94 年 1 月 19 日行政會議修訂通過  
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民國 103 年 1 月 15 日行政會議修訂通過  
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第一條 為完善建立本校學生宿舍之申請、分配、進住、退宿、生活輔導與考核、物品保管諸事宜之制度，落實生活教育之目的，制訂本規則。

Article 1. These rules are formulated to improve the registration, allocation, check-in, withdrawal, housing guidance and assessment, and property storage of students in our school dormitory, and to implement the purpose of life education.

第二條 本校學生宿舍之管理，除法令另有規定外，依本規則辦理之。本校學生宿舍之主管單位為學生事務處住宿輔導組。住宿輔導組應依據本規則訂定相關宿舍管理規範，經組務會議通過，提學務處處務會議核定後實施。

Article 2. The school dormitories management are handled according to these rules, unless there are other laws and regulation. The head division of this school dormitory is Division of Student Housing Affairs. The Division of Student Housing Affairs shall develop related management regulation according to these rules and implement it after went through team meeting and submitted to Student Affairs Council for approval.

第三條 宿舍之申請及分配依「學生宿舍申請作業原則」辦理。「學生宿舍申請作業原則」另訂之。

Article 3. Registration and allocation of dormitory are handled according to

"Registration of student dormitory guidelines". "Registration of student dormitory guidelines" are separately established.

第四條 學生確認房型、床位後，應於學期開始前繳交住宿費，並向住宿輔導組領取鑰匙進住。寢室與床位未經住宿輔導組許可，不得以任何理由自行調換。

Article 4. After confirming the room type and bed arrangements, student should pay the dormitory fee before the semester starts and went to Division of Student Housing to receive the key room to move in. Without permission from Division of Student Housing, students cannot change dormitory room and its bed arrangement by themselves for any reason.

第五條 住宿同學離舍驗收發現寢室物品、家具等設備損壞，按表定價格換算折舊率賠償。

Article 5. During check-out period, if there are any dormitory property, furniture and other equipment that is found damaged, compensation will be made according to the rate depreciate calculation from related price tables.

第六條 未經住宿輔導組申請許可而擅自進住之本校學生，令其即時遷出，並視情節輕重，送本校「學生獎懲委員會」議處，情節嚴重者移送法辦。

Article 6. Students who move-in to dormitory without registration and permission from Division of Student Housing, will be asked to move out immediately and will be sent to "Student Honor and Penalty Committee" to receive the punishment based on the case severity. Those with serious circumstances will be referred to the court for persecution.

第七條 住宿生非因休、退學欲中途退宿者，應有合理之事實證明，經住宿輔導組核定後，始可退宿。

Article 7. Student that want to withdraw from the dormitory in mid-semester shall hand in reasonable evidence and approved by the Division of Student Housing, unless he/she leave or withdraw from school.

第八條 住宿生因重大原因被勒令退宿者，須於公告後三天內遷出宿舍且一年內不得再申請住宿。

Article 8. Students that receive order to withdraw from the dormitory due to serious circumstances must leave the dorm immediately in three days and within one year period, shall not register for dormitory accommodation.

第九條 退宿退費依本校「東海大學學生學雜費及學分費與其他費用繳納辦法」休退學退費標準辦理，並應於三天內繳交鑰匙，遷出宿舍。

Article 9. The refund of dormitory check-out shall be processed by "Tuition fee, credit fees and miscellaneous fees payment methods at Tunghai University" and within three days the key should be returned and he/she

must leave the dormitory.

第十條 學生申請住宿以一學年為原則，下學期如須退宿者，須於上學期公告日期內提出退宿申請。逾期未辦理者，以同意住宿論，下學期註冊時，仍須繳全額住宿費。

Article 10. Student application for dormitory is applied for one year. If he/she need to withdraw from the dormitory in the next semester, they must apply the withdrawal form in the announcement period in the previous semester. As for late application, it will be considered that he/she still need to pay the full accommodation fee.

第十一條 導師及系教官負責各系住宿學生生活輔導。

Article 11. Homeroom teacher and department instructor are responsible for the own life guidance of their department students that live in the dormitory.

第十二條 各室設室長一人，由該室學生於進住之日推選。室長受棟長、住宿輔導組等之輔導。

Article 12. Every room has its own room leader, which is elected by students in the room after move in. Room leader will be guided by the dormitory leader and Division of Student Housing.

第十三條 棟長之員額，由住宿輔導組甄選產生，受住宿輔導組師長之輔導，執行棟長之工作，任期一年。

棟長完成該學年度工作任務，經住宿輔導組考核，成績達 80 分者，上下學期分別頒發棟長助學金。

棟長如怠忽職責，經住宿輔導組告誡未改善，得免除職務。

遭免除職務之棟長不得享有棟長助學金之權利。

棟長甄選、免除職務與考核規定由住宿輔導組另定並提學務處處務會議核定後實施。

Article 13. The number of dormitory leader is determined by the Division of Student Housing team and guided by teachers in the Division of Student housing to perform the work of dormitory leader for a term of one year.

Dormitory leader who completed the task during the academic year and assessed by the Division of Student housing with a grade 80, will be awarded Dormitory Leader Scholarship for first and second semester.

If dormitory leader neglected his/her duties and failed to ameliorate after being warned by Division of Student housing team, his/her might be exempted and excepted from the Dormitory Leader Scholarship awardees. The selection, exemption, and assessment regulation for dormitory leader are determined separately by Division of Student Housing and performed after submitted to and approved by Student Affairs Council.

第十四條 棟長職掌如下：

- 一、輪流晚間、假日值勤及擔任宿舍安全巡查。
- 二、傳達校令及規定，並督導實施。
- 三、督導與協助所屬區域的清潔工作(含寢室、走廊、樓梯間等公共區域)，並檢核回報住宿輔導組責任區輔導老師有關廠商或工讀生清潔後的狀況。
- 四、出席棟長會議及其他有關宿舍會議。
- 五、擔任「寧靜時間」巡查與執行「夜間關懷」，並作紀錄，每兩週呈閱，維護宿舍區安寧、秩序。
- 六、宿舍設施整修之建議。
- 七、特殊問題及偶發事件之報告與處理。
- 八、每學期末須負責所屬區域寢室或個人之離舍驗收工作。發現未依規定清潔，應拍照存證，並會同責任區老師確認現場髒污狀況，按比例開立清潔費繳費單，當事人應盡速依單繳款。

Article 14. The following is the task of Dormitory Leader:

1. Take shift in night and holiday duty and monitoring the dormitory security.
2. Convey the school rule and regulation and supervise its implementation.
3. Supervised and assisted the cleanness of his/her jurisdiction area (including bedroom, corridor, stairs, and other public area). Observe and report the related cleanness status by cleaning service vendors and part-time student to the responsible supervisor teacher in Division of Student Housing.
4. Attended the dormitory leader and related to dormitory meetings.
5. Performed and records of "Quiet times" and "Night time care" inspection and submit them every two weeks. Maintaining the quietness of dormitory area.
6. Suggesting the dormitory facility renovation.
7. Report and handle special cases and issues.
8. Responsible for jurisdictions area bedroom or individual dormnitories check-out at every end of semester. If the room was found out didn't carried out the cleanness according to the regulation, photos should be taken as edvidence and the responsible supervisor teacher must be take a look at the unclean room. A cleaning fee bill will be issued and the responsible individual should pay the bill as soon as possible.

第十五條 住宿生住宿期間須遵守「學生宿舍生活公約」。「學生宿舍生活公約」另訂之。

Article 15. Students living in the dorm must obey the "Student's Dormitory Life Regulations". "Student's Dormitory Life Regulations" will be separately determined.

第十六條 有下列情況者，得令其停止住宿：

- 一、有自殺、自傷行為及精神狀態不穩，導致影響團體生活者。
- 二、經醫師診斷身心狀態不宜住宿者。
- 三、違反生活公約達一定點數者。

上述一、二款經醫生評估情緒狀態穩定並開立證明後，得再申請住宿。

Article 16. Due to these conditions might result in dormitory accomodation termination:

1. Those who have suicide, self-harming, and unstable mental behaviour, thus affecting group life.
2. Those who diagnosed physically and mentally unsuitable for dorm living by doctor.
3. Those who violated life regulation until certain extend.

As for first and second conditions, after he/she assessed and declared their mental state already stable by doctor and receive a certification, he/she can apply for dormitory accomodation again.

第十七條 學生在校住宿之日常生活情形得由住宿輔導組確實記錄，依實際需要通知其導師、家長或法定代理人、系教官及相關協處單位或人員。

Article 17. Division of Student Housing will record the actual condition of students daily life in school dormitory, and notify the homeroom teacher, parents or legal representative, department instructor and any related units or personnel as needed.

第十八條 進住宿舍後，棟長應會同住宿生對室內之物品、家具詳細檢查並點交之，除原已損壞或缺少者，須速報請換修外，均應負責保管使用，如因保管不慎而致損壞者，應由保管者負賠償責任。

Article 18. After moving in to the dorm, dormitory leader will be thoroughly check the students item and furniture one by one, except the originally damaged or missing items, it must be report for repairment as soon as possible. Every student is responsible for the usage of their items. If its not being reserved correctly, he/she might need to pay a compensation fee.

第十九條 學生宿舍鑰匙視同公物，應妥慎保管使用，遺失憑學生證申請配製補發並繳成本費。擅自打造鑰匙者，沒收非法打造之鑰匙，情節嚴重者令其遷出宿舍。

Article 19. The dormitory key is regarded as public items, it must be kept properly. If the key is missing, he/she needed to apply for the new one with student ID card and paid the cost. If anyone make their own key without authorization, the illegally made key will be confiscated and in serious cases might need to terminate from dormitory.

第二十條 學生宿舍門鎖，發生任何故障，應依規定向住宿輔導組申請修理，凡未經許可擅自拆卸，或洽雇校外廠商檢修者，以毀損公物論。

Article 20. If there is any malfunction in dormitory room lock, students must be report to the Division of Student Housing team for repairment. Any dismantles without permission or hire off-campus vendors for repairment, would be categorized as damaging public property.

第二十一條 寢室內外不屬於個人使用之公共設施：如門窗玻璃、電燈等，應由全室同學共同保管，除因不可抗力因素損壞外，得報請學校修繕，其因疏忽處理或使用不慎而致損壞者，由損壞人負損害賠償之責。

Article 21. The public property inside or outside the bedroom that is not personally usage, such as door, glass windows, lamp, etc. must be kept together by the students in the room. Unless there is any damaged due to force major, they must report, and the school will repair it. If the damaged is caused due to neglect or careless used, the one that damage it needed to responsible for the compensation.

第二十二條 凡住宿生發現使用之家具及設備已有缺少或損壞時，均須迅速報告住宿輔導組，並填送物品修繕申請單。

Article 22. If it is found that any furniture and property is missing or damaged, report to the Division of Student Housing as soon as possible and fill the item repairment form.

第二十三條 宿舍區寢室內外不屬個人使用之公共設施與場所，其維護與使用管理規定，由住宿輔導組訂定之，提學務處處務會議核定後實施。

Article 23. The maintenance and usage management regulation of any area inside and outside the bedroom in dormitory that is public facility or places will be formulated by Division of Student Housing and submitted to the Student Affairs Council for approval before implementation.

第二十四條 住宿生應於學期結束時按行事曆規定離校日期辦妥離舍手續遷出宿舍，逾期未辦妥離舍手續者，須依寒暑假住校規定補繳費用。

Article 24. At the end of the semester, students living in dorm shall follow and complete the dormitory check-out according to the specified check-

out time. If he/she failed to complete check-out within the specified period, he/she must pay the additional fee according to the rule and regulation of summer and winter vacation dormitory accommodation.

第二十五條 住宿生離舍時，寢室內放置之公物不得隨意搬移，所有私人物品應自行攜回，如違反者，視同拋棄私人物品之所有權，並同意由住宿輔導組逕行處分，相關費用由住宿生自行負擔。

Article 25. When checking out from the dormitory room, the placement of property inside the bedroom must not be changed and every personal belonging must be taken home. If the rule is violated, it can be considered that the student has abandoned the personal belongings and agree to any disciplinary action taken by Division of Student Housing. Expenses related to it shall be borne personally.

第二十六條 寒暑假期間，必須留校住宿者，應於公告期限內辦理，經核准後遷移至指定之宿舍，並依規定繳納宿舍費。

Article 26. Those who need to stay in dormitory during summer and winter vacation period, he/she must register within the announced time. After being approved, he/she must move-in to the designated dormitory and complete the accommodation payment within the specified time.

第二十七條 寒假期間因宿舍學生物品仍留置原寢室，如各院系辦理招生營隊活動，需借用寢室，每間寢室以 3 張床位為上限開放借宿。

Article 27. During winter vacation period, student's belonging are placed in their original bedroom. If there's any department recruitment camps that required to overstay in dormitory, each room can be used for overstay with limitation maximum three bed placement.

第二十八條 暑假期間在不妨礙宿舍修繕工作之前提下，校內外團體依規定向住宿輔導組提出申請，按規定繳費後，並辦理進住手續。

Article 28. During summer vacation, on the premise of not hindering dormitory renovation, in-campus and off-campus group can apply in Division of Student Housing for overstay according to the regulation. Payment and check-in procedures must be done within the specified period.

第二十九條 借用學生宿舍之團體，借用期間本校僅供房間(不含寢具)、水、電等服務，其人員、財產之安全維護，均由主辦活動之單位自行負責，如有損壞設備情事，由借用團體負責賠償。

Article 29. Only the room (bedding is excluded), water, electricity, and other related service are provided for the groups that is overstay in student dormitory. As for personnel and property maintenance and security is the responsible of units that held the events. If there's any damaged property, the groups shall be responsible for the compensation.

第 三十 條 學務處與總務處，對學生宿舍應隨時會同抽查，每學期開學及結束前應實施普查各一次，以檢查各項設備家具之使用保管狀況，並適時予以修繕或補充。

Article 30. Office of Student Affairs and Office of General Affairs will randomly perform students' dormitory inspection, carried out once before the beginning and end of the semester and based on the inspection of each property and furniture usage and storage, will be repair or restore in timely manner.

第三十一條 本規則經學生事務會議通過送校長核定後施行。

Article 31. The implementation of these regulation should submit to the campus president for approval through Student Affairs Council approval.