

義守大學學生宿舍管理要點

91年10月23日91學年度第一學期學生事務處處務會議修正通過

105年10月04日校長核定修正全文

108年6月19日107學年度第二學期第一次擴大行政會議修正通過(1~4點)，108年7月

4日校長核定公告

一、目的：本校為達成學生生活教育之目的，以自治、自律精神及德育、群育之生活教育為宗旨，培養良好之生活習慣，期使學生宿舍生活品質暨管理更臻完善，特訂定本要點。

二、管理體系：為落實學生宿舍管理，編訂行政人員及學生幹部共同執行管理工作。

(一) 行政管理：

學生事務處(以下簡稱學務處)生活輔導組(以下簡稱生輔組)策劃督導學生宿舍之管理，並由本校指派相關人員執行下列各款事項：

1. 宿舍組組員：由學務處指派，輔導住宿學生生活自治會任務之推行，住宿學生生活輔導及學生宿舍寢室床位分配等事宜。
2. 宿舍輔導教官：由學務處指派，處理宿舍違規事件，並維護宿舍區之安全。
3. 宿舍生活輔導老師：由學務處指派，負責宿舍安全維護、門禁管制、公共財產保管、維修(護)申請、驗收、水電管制、學生社區服務、夜間巡邏登記、學生外宿登記及反映與建議宿舍興革意見等事宜。
4. 諮商輔導老師：由學務處諮商輔導組遴選數名諮商專長老師，依公告時間於宿舍區諮商輔導室，協助住宿學生心理輔導。
5. 宿舍維修人員：由總務處指派，負責學生宿舍各項設施之維護、修繕、改良、補充及置等事宜。
6. 宿舍工讀人員：由生輔組指派，負責協助宿舍生活輔導

老師。

(二) 學生自治管理：

設「義守大學住宿學生自治組織」：負責宿舍生活管理自治，及協助推行宿舍區各項事務活動。

1. 宿舍管理幹部：

(1) 舍長：綜理住宿學生生活自治會相關事項。

(2) 副舍長：綜理該宿舍區各項事務。

(3) 樓長：協助舍長（副舍長）處理該樓層相關事務。

2. 宿舍區服務：協助督導宿舍區清潔服務相關事宜。

3. 網路維護：協助宿舍區網路連接相關問題之排除。

三、 宿舍輔導：

(一) 住宿生座談會：宿舍每學期召開一次，由學務長主持，並邀請總務處、圖書與資訊處、軍訓室及生輔組業管承辦人與宿舍生活輔導老師等人員列席指導。

(二) 宿舍幹部工作檢討會：每月召開一次，由生輔組組長主持，並由組員、宿舍生活輔導老師及全體宿舍管理幹部出席參加會議。

四、 一般規定：

(一) 門禁管制：

1. 宿舍大門於每日23：30關閉，管制登記晚歸，至翌日06:00開啟。

2. 住宿學生於23:30前應返回寢室。

3. 於門禁管制時間內因特殊事故，如外出就醫，應通知宿舍管理站及值班教官處理。

4. 各宿舍區大門門禁辨證採24小時管制，一律憑本人學生證刷卡進出宿舍區大門，並嚴格執行「一人刷卡，一人進出」之規定，禁止以任何方式阻擋大門正常關閉，違者予以處分。

(二) 水電管制：

1. 宿舍區大燈開放時間：每日06:00至23:00。

2. 洗衣機、烘衣機及脫水機開放時間：每日06:00至23:00。
3. 宿舍交誼廳開放時間：每日09:00至23:00為原則。
4. 熱水供應時間：每日07:00至09:00及16:00至24:00。
5. 冷氣空調供應時間：每日12:30至14:30及18:00至翌日06:00，惟須配合冷氣儲值卡插卡，始能使用冷氣。
6. 宿舍節約用水、用電，隨手關閉水電開關。

(三) 會客須知：

1. 宿舍會客時間為08:00至20:00。
2. 親友及非住宿學生來訪應按規定辦理登記。
3. 非住宿學生禁止擅自進入學生宿舍，男女生宿舍有別，遵守男賓止步或女賓止步規定，違者經查屬實者，依本校學生獎懲辦法及相關規定辦理。

(四) 網路規範：

1. 學生申請修繕後，修繕人員依約定時間於19:00至23:00進行維修，學生本人應親自在場。
2. 禁止網路上違反智慧財產權相關法令之行為。
3. 禁止利用宿舍網路從事商業行為。
4. 住宿學生於寢室使用電腦及網路應尊重其他室友之生活作息。

(五) 學生外宿：

1. 住宿學生凡當日因事外宿者，應至宿舍管理站辦理登記。
2. 住宿學生登記外宿應詳實填寫去處，以確保自身安全。
3. 未登記外宿者，一經查獲記小過乙次。

(六) 設備維修：

1. 學生宿舍之增建、改良、保養、修繕、維護等工程及器具之領用、繳銷由總務處負責辦理。
2. 學生宿舍修繕事宜，由住宿學生自行上網填報申請修繕，公共區域由宿舍管理幹部申請維護或通知宿舍生活

輔導老師協助填寫修繕申請單，經生輔組簽證，送交總務處派員維修。

3. 學生宿舍相關設備應妥善保管愛護，如蓄意破壞，除依規定議處外，照價賠償。

(七) 住宿申請：

1. 各年級學生，依志願申請住校，為輔導一年級新生適應大學生活，新生以住校為原則，並得依其意願申請住宿。
2. 住宿申請均以一學年為原則，除因特殊事故並持有效證件證明外，學期中概不辦理退宿。
3. 大二以上學生於學年結束前依公告辦理住宿申請並參加抽籤，中籤者應辦理繳交次學期住宿費（金額由本校另訂之），取得住宿權益，於開學一週內進住，逾期者取消資格，其床位另遞補之。第一學期未違反住宿規定，第二學期經申請審核通過，保有原住宿權利。

(八) 住宿退出：

1. 住宿學生有下列情形之一者，應即辦理退宿：
 - (1) 畢業。
 - (2) 休學、退學。
 - (3) 違反本校學生獎懲辦法、宿舍生活公約或其他相關規定，經該相關會議決議退宿。
 - (4) 因特殊事故申請經核准退宿。
2. 申請住宿學生應預繳住宿費，其收退費規定依「義守大學學生宿舍費用收費規定」辦理。

(九) 床位分配：

1. 空房不空床，每間住四人。
2. 空房集中，並加鎖管制。
3. 申請調換房間床位，應經宿舍生活輔導老師核准後由單位主管審核始得調換。

(十) 假期規範：

1. 學生於寒暑假離校時，其私有物品應自行處理，本校無保管之責任，遺留個人物品視同廢棄物清理並依本校相關規定懲處；學生存放物品之場所及規定於假期前另行公告。
2. 寒暑假期間需居住本校宿舍者，得於公告期限內依「義守大學學生宿舍短期住宿申請及管理規定」辦理。
3. 本校自有宿舍區於寒暑假封閉維修，未經許可禁止進入，違者記大過處分。

(十一) 宿舍進住：

1. 住宿學生於進住宿舍時，應持學生證至宿舍管理站報到，領取寢室鑰匙，完成報到登記。
2. 住宿學生於進住宿舍時，由宿舍管理幹部帶領清點寢室設備及財產並逐一核對，進住後不得任意更動寢室各項設備位置。
3. 住宿學生應於開學後一週內完成報到住宿手續。

(十二) 宿舍退宿：

1. 由宿舍生活輔導老師及宿舍管理幹部檢查、清點、簽認寢室設備及財產後，至宿舍管理站繳還住宿鑰匙完成退宿手續。
2. 退宿時應請宿舍生活輔導老師清點寢室設備及財產，如有損壞應由宿舍生活輔導老師簽報，本校定期限令住宿學生賠償，逾期不賠或因故意所致損壞者，視情節輕重議處或函告其家長相關賠償事宜；住宿學生毀損公物，宿舍生活輔導老師應俟其賠償後，始完成退宿手續。

(十三) 整潔及安全維護：

1. 本校實施垃圾不落地及垃圾分類回收，於指定時間送垃圾車或資源回收處，不得堆（棄）置於陽台或公共空間。
2. 宿舍寢室內門窗、玻璃、牆壁、地面、套房浴廁及設施之清潔工作由住宿學生負責。

3. 宿舍週圍環境整潔、花木維護、公用浴廁、公共場所之清潔工作，由總務處派員負責。
4. 為維護宿舍整潔，由生輔組擇定適當時間，適時舉行整潔競賽，住宿同學應配合打掃清潔，接受評比。
5. 為維護寢室設施安全及學生住宿權益，於各學期期末及寒暑假期間，得依公告進行各房間環境安全及清潔檢查。
6. 基於維護宿舍之整潔、安全及保養修繕之必要，遇疑有違規情事或緊急情況時，宿舍輔導老師及業務相關人員得逕行進入寢室採取必要之行政處置，住宿生應配合。
7. 不得於宿舍私接裝電源及電器用品，嚴禁存放違禁、危險物品；禁止燃放鞭炮、煙火、炊爨、喝酒、賭博（含持有麻將等賭具）、餵養動物，或從事危險、違法、推銷營利及妨害公共安全或善良風俗之行為，違者將予以究責處分。

（十四） 住宿清點：

1. 每月不定期晚點名：由學務長、軍訓室主任、生輔組組長、宿舍輔導教官及宿舍承辦人，指導宿舍管理幹部執行全面晚點名。
2. 不定期抽點：由宿舍生活輔導老師隨時不定期抽點。
3. 住宿清點未到者，除依規定議處外，並函寄告知家長。

（十五） 其他事項依本校「學生宿舍生活公約」規定辦理。

五、 本要點經行政會議審議通過，陳請校長核定後自公告日實施。

Guidelines on Student Dormitory Management at I-Shou University

Amendments adopted on October 23, 2002 by the Office Affairs Council of the Office of Student Affairs in the first semester of the academic year 2002

Amendments to the Guidelines promulgated with the consent from the President dated on October 4, 2016

Amendments to Provisions I-IV adopted by the University Administration Council on June 19, 2019 and promulgated with the consent from the President dated on July 4, 2019

- I. Purpose: The Guidelines on Student Dormitory Management at I-Shou University (hereinafter referred to as “the Guidelines”) are developed to help dormitory residents adopt a healthy lifestyle and to perfect the living quality and management of student dormitories.
- II. Management: The management of student dormitories will be in the charge of assigned administrative staffers and student cadre members.
 1. Administrative management:

The Student Campus Life Guidance Section (hereinafter referred to as “the Section”) of the Office of Student Affairs (hereinafter referred to as “the Office”) is responsible for the management of student dormitories, and the Section will assign staffers to handle the following affairs:

 - a. Staffers of the Student Housing Section: They are assigned by the Office to take responsibility for assisting the Dormitory Residents’ Association, providing counseling services to residents, and assigning beds to residents.
 - b. Military training instructors: They are assigned by the Office to take responsibility for handling violations committed in dormitories and ensuring the safety of dormitories.
 - c. Dormitory superintendents: They are assigned by the Office to take responsibility for dormitory safety, access control, safekeeping of university-owned property, maintenance (repair) application, inspection & acceptance, utility control, residents’ community service, night patrol, the registration by residents staying elsewhere overnight, and reflections and suggestions from residents.
 - d. Dormitory counselors: They are assigned by the Counseling and Guidance Section of the Office to provide counseling services at the designated counseling rooms in dormitories in accordance

with the announcement.

- e. Dormitory technicians: They are assigned by the Office of General Affairs to take responsibility for maintaining, repairing, renovating, resupplying, and purchasing amenities in dormitories.
- f. Work-study students: They are assigned by the Section to assist dormitory superintendents.

2. Resident self-governance and management:

The Dormitory Residents' Association is established with the aim of managing dormitories and assisting with general affairs in dormitories and dormitory-related activities.

a. Dormitory management:

(1) Dorm leader: The dorm leader is responsible for overall affairs of the Dormitory Residents' Association.

(2) Deputy dorm leader: The deputy dorm leader is responsible for affairs relating to his/her dormitory.

(3) Resident assistant: A resident assistant is responsible for assisting his/her dorm leader (deputy dorm leader) with affairs on his/her floor.

b. Dormitory services: Assisting with the supervision of dormitory cleaning.

c. Internet connection troubleshooting: Assisting in solving problems relating to Internet connections.

III. Dormitory Counseling:

1. Dormitory Forum: The Forum is held once every semester and presided over by the Dean of Student Affairs. The Office of General Affairs, the Office of Library and Information Services, the Office of Military Education, the Student Campus Life Guidance Section, the staffer-in-charge of the Forum, and dormitory superintendents are all invited to the Forum.

2. After Action Review Meeting: The Meeting is held once every month and presided over by the Section Chief of the Section. The staffers of the Section, dormitory superintendents, and all dormitory cadre members are required to attend.

IV. General Rules:

1. Access control:

a. Dormitory gates are closed at 11:30 p.m. and reopened at 6 a.m. every day; residents who enter the dormitory after 11:30 p.m. shall have their names registered.

b. Residents shall return to their dorm rooms before 11:30 p.m.

c. Residents shall notify the dormitory management office and the military training instructor on duty of any special incidents, e.g. going to the doctor, happening after 12 midnight for further processing.

d. A 24/7 card-based access control system is installed in all dormitory gates. Residents are required to use their student ID cards to gain entry. Anyone who tries to prevent the gate from closing will be punished.

2. Utility control:
 - a. Overhead lights are turned on at 6 a.m. and turned off at 11 p.m. every day.
 - b. Residents are allowed to use washing machines, clothes dryers, or spin dryers between 6 a.m. and 11 p.m. every day.
 - c. Residents are allowed to use dormitory common rooms between 9 a.m. and 11 p.m. every day.
 - d. Hot water is available between 7 a.m. and 9 a.m. and between 4 p.m. and 12 midnight every day.
 - e. Air conditioning is available between 12:30 p.m. and 2:30 p.m. and between 6 p.m. and 6 a.m. every day. However, a stored-value card for air-conditioning is required.
 - f. Residents shall make a reasonable use of water and energy and turn the switch off when not in use.
3. Visits:
 - a. The time for receiving visitors is from 8 a.m. to 8 p.m.
 - b. All visitors shall register at the dormitory management office upon arrival.
 - c. Non-residents shall not enter the dormitory without permission. Dormitory residents shall not enter floors or areas where residents of the opposite sex live. Violators will be punished in accordance with the Regulations for Student Rewards and Punishments at I-Shou University and other applicable rules.
4. Internet connections:
 - a. Residents may apply for repair online, and a technician will carry out the repair at the designated time (between 7 p.m. and 11 p.m.) with the applicant's company.
 - b. Residents are strictly prohibited from doing anything online that violates the laws relating to intellectual property rights.
 - c. Residents are strictly prohibited from undertaking any business activities via the campus network.
 - d. Residents shall respect the lifestyle of their roommates while using the computer or surfing on the Internet.
5. Staying elsewhere overnight:
 - a. Residents who wish to stay elsewhere overnight due to personal reasons shall complete the registration at the dormitory management office in advance.
 - b. For their own safety, residents who have registered to stay elsewhere overnight shall write down the place where they accurately stay outside the campus.
 - c. Residents who are found to have stayed elsewhere overnight without registration will be given a minor demerit.
6. Repair to dormitory amenities:

- a. The Office of General Affairs is responsible for additions, renovations, maintenance and repair of student dormitories as well as distribution and disposal of tools.
 - b. Residents shall apply for repair to their dorm rooms online, and dormitory cadre members will apply for repair to public areas or notify dormitory superintendents of application for repair. After being approved by the Section, the application will be delivered to the Office of General Affairs for sending staffers for repair accordingly.
 - c. Residents shall use dormitory amenities carefully. Those who are found to have vandalized any dormitory amenities will be punished in accordance with the applicable regulations and rules and held liable for compensation based on the sale price.
7. Accommodation application:
- a. All students may apply for dormitory accommodation. To help undergraduate freshmen adapt themselves to a new environment, all the freshmen are expected to reside on campus.
 - b. The accommodation period for each application is one academic year. Residents are not allowed to check out during the semester unless a supporting document is provided for special reasons.
 - c. Students in the sophomore year or above may apply for dormitory accommodation in accordance with the announcement by the end of every academic year and join the draw for the right to dormitory accommodation. Applicants who win the lot shall pay accommodation fees for the following semester (the amount is to be determined by the University) to be eligible for dormitory accommodation. Successful applicants shall check in within one week of the first day of school; otherwise, they will become disqualified, and the vacancies will be filled by applicants on a waiting list. If residents have not violated any dormitory-related regulations or rules during the first semester, they are eligible to continue residence in the second semester after their application has been approved.
8. Checking out:
- a. In one of the following situations, a resident shall check out from the dormitory immediately:
 - (1) having graduated from the University;
 - (2) suspending schooling or withdrawing from the University;
 - (3) having violated the Regulations for Student Rewards and Punishments at I-Shou University, the Housing Regulations for Dormitory Residents at I-Shou University, or other applicable regulations or rules, and being asked to check out based on the decision made by competent councils; or
 - (4) being permitted to check out due to special reasons.
 - b. Residents shall pay accommodation fees in advance. Refund application shall be handled in accordance with the Rules of Student Housing Rates at I-Shou University.

9. Room and bed assignment:
 - a. Each room can be either fully occupied by four residents or empty.
 - b. All empty dorm rooms are located on the same floor and locked for management purposes.
 - c. Residents are not allowed to exchange their rooms or beds until they have obtained the approval from dormitory superintendents and the head of the unit-in-charge.
10. Holidays:
 - a. Residents shall take all their personal belongings with them when leaving the University during summer or winter vacations. The University shall not be held liable for any personal property. Any personal belongings left will be discarded as waste, and the owner will be punished in accordance with the applicable rules. The place for residents to deposit their personal stuff and the applicable rules will be announced prior to the beginning of the vacation.
 - b. If residents need to stay at the dormitory during the summer or winter vacation, they may file an application in accordance with the Rules of Application and Management of Short-term Accommodation at Student Dormitories of I-Shou University by a given deadline.
 - c. University-owned dormitories are closed during summer and winter vacations for maintenance purposes. It is strictly prohibited to enter the dormitory area without permission. Violators will be given a major demerit.
11. Checking in:
 - a. When checking in at the dormitory, residents shall report to the dormitory management office with their student ID cards and collect their room keys.
 - b. After moving into the dormitory, dormitory cadre members shall lead residents to check amenities and property one by one. Residents are not allowed to displace any amenities in their rooms.
 - c. Residents shall complete the check-in process within one week of the first day of school.
12. Check-out process:
 - a. After dormitory superintendents and dormitory cadre members have double-checked the amenities and property together and signed the dorm room property card, residents shall return the room key to the dormitory management office to complete the check-out process.
 - b. Before checking out of the dormitory, residents shall request dormitory superintendents to make an inspection on dormitory amenities and property. Residents shall be held liable for compensation by a given deadline in case of any damage to dormitory amenities or property reported by dormitory superintendents. If a resident fails to pay compensation by a given deadline or is found to have vandalized any amenities or property, he/she will be punished depending on the severity, or the University will notify his/her parents of paying compensation. Residents who have damaged dormitory amenities or property are not

permitted to check out unless they have paid compensation to the University.

13. Dormitory cleanliness and safety:

- a. Residents shall sort and recycle the waste. To keep trash off the ground, they shall take their garbage to garbage trucks or the recycling collection area instead of putting them on the balcony or public areas.
- b. Residents are responsible for cleaning up doors, window glass, walls, floors, the bathroom and amenities in their dorm rooms.
- c. The Office of General Affairs will assign staffers to clean up the dormitory surroundings, public restrooms, and public areas as well as to take care of trees and flowers.
- d. To keep dormitories neat and tidy, the Section will schedule dormitory cleanliness competitions, and residents are obligated to participate and clean their dorm rooms as well.
- e. To maintain the safety of dormitories and to safeguard residents' rights, environmental safety and cleanliness check may be conducted subject to announcement at the end of every semester and during summer and winter vacations.
- f. For the sake of cleanliness, safety, and maintenance of dormitories, dormitory superintendents and staffers-in-charge may enter dorm rooms to take necessary actions if there is any potential violation or emergency, and residents shall cooperate with them.
- g. Residents are not allowed to change circuit, use personal electrical appliances, store illegal and hazardous items, play firecrackers and fireworks, cook, have alcoholic drinks, gamble (including holding gambling apparatus), keep pets, or conduct any actions that are dangerous, illegal, profit-making or threatening public safety. Violators will be punished.

14. Roll call:

- a. Nighttime roll calls are made irregularly by dormitory cadre members under the supervision of the Dean of Student Affairs, the Military Training Director, the section chief of the Section, military training instructors, and the staffer-in-charge.
- b. Dormitory superintendents may conduct a random roll call to ensure that residents have returned to their dorm rooms.
- c. Residents who have missed the roll call will be punished in accordance with the applicable rules, and the University will notify their parents or guardians of the situation.

15. Matters not mentioned herein shall be subject to the Housing Regulations for Dormitory Residents at I-Shou University.

V. The Guidelines become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.