

義守大學學生宿舍幹部選訓用實施規定

95.9.5 簽奉校長核定公告實施

96.7.23 修訂簽奉校長核定公告

103年10月9日校長核定公告修正第1、3~13、15點規定

106年9月21日校長核定公告修正全文

109年4月15日108學年度第2學期第3次行政會議修正通過(第4、7、9、10、12、13、

15點)，109年5月5日校長核定公告

113年9月25日行政會議修正通過(第3~5、8~11、13、14點)，113年10月10日校長核

定公告

- 一、本規定依據本校「學生宿舍管理要點」訂定之。
- 二、為鼓勵住校學生擔任宿舍幹部，服務住校同學，並培養領導能力，促使學生宿舍管理更臻完善，特訂定本規定。
- 三、學生宿舍幹部之選訓用，由學生事務處住宿組(以下簡稱住宿組)策劃執行。
- 四、校本部第一宿舍區、醫學院區宿舍區及義大醫院宿舍，每棟置正、副舍長各一人，每樓層置樓長一人；校本部第二宿舍區每棟置正、副舍長各一人，協助執行宿舍工作。
- 五、宿舍幹部產生方式：
 - (一)學生自願報名，經審查合格者。
 - (二)學生表現優異經教師或宿舍生活輔導老師推薦者。
 - (三)依前二款產生之人員由住宿組遴選、訓練，並簽奉核定後公布之。
- 六、宿舍幹部遴選條件：
 - (一)經申請住宿者。
 - (二)以高年級(應屆畢業生除外)學生優先。
 - (三)具備領導能力、服務熱忱，並能服從守紀者。
 - (四)未曾受記過以上之處分者。
- 七、宿舍幹部任免：
 - (一)宿舍幹部任期為一學年，服務績效優異者得連任之。

(二)宿舍幹部不盡職責或違反規定者，得中途解除職務，由已參加宿舍幹部訓練之儲備人員遞補之。

八、學生事務處於每學期開學前舉辦宿舍幹部研習；住宿組每月召開全體宿舍幹部(含宿舍生活輔導老師)會議一次；各舍舍長每週召開各該宿舍幹部會議一次，實工作提示、協調及檢討，以強化宿舍幹部工作知能。

九、舍長(副舍長)之職掌：

- (一)執行宿舍管理要點及相關住宿規定(含宿舍生活公約)。
- (二)擔任樓長、住宿生與宿舍業管單位間之橋樑。
- (三)負責各樓層樓長之指揮、督導及考核，每週召開樓長會議。
- (四)協助維護宿舍安全、秩序及整潔工作。
- (五)負責住宿生清查、整潔檢查及意見反映彙整回報。
- (六)負責對違規住宿學生之勸導及糾舉。
- (七)協助管理站值勤事宜。
- (八)協助調查或處理學生事件。
- (九)參加宿舍相關會議、訓練及活動，執行管理與服務工作。
- (十)協助各該宿舍維修之聯繫及必要之陪同。
- (十一)其他臨時交辦事項。

十、樓長之職掌：

- (一)執行宿舍管理要點及相關住宿規定(含宿舍生活公約)。
- (二)執行宿舍業管單位、宿舍生活輔導老師及舍長交辦事項。
- (三)擔任住宿學生與宿舍業管單位間之橋樑。
- (四)協助維護宿舍安全、秩序及整潔工作。
- (五)負責住宿生清查、整潔檢查及意見反映彙整回報。
- (六)負責對違規住宿學生之勸導及糾舉。
- (七)協助各樓層公共財產清點及保管。
- (八)協助調查或處理學生事件。
- (九)參加宿舍相關會議、訓練及活動，執行管理與服務工作。
- (十)協助各該樓層維修之聯繫及必要之陪同。
- (十一)其他臨時交辦事項。

十一、宿舍幹部考核：

- (一)宿舍幹部各學期服務績效考核採績等制，由舍長、宿舍生活輔導老師、承辦組員及住宿組組長逐級考核，並送宿舍幹部考核評鑑會議審議後，陳請學生事務長核定之。各級宿舍幹部之考核成績，作為獎勵及續任與否之依據。
- (二)宿舍幹部考核項目及考核表由住宿組另行訂定。考核績等區分為：優等(90~100分)、甲上(85~89分)、甲等(80~84分)、乙等(70~79分)、丙等(60~69分)、丁等(未達60分)。
- (三)每學期末召開宿舍幹部考核評鑑會議，由住宿組組長主持，全體舍長、宿舍生活輔導老師及承辦組員參加。

十二、助學金核發：

擔任宿舍幹部已完成學年度相關培育課程及活動之辦理，並克盡職責者，服務滿一學期經考核符合助學金發放獎勵標準，依當學期考核等第發給助學金。

十三、獎懲：

- (一)宿舍幹部工作勤奮認真盡職，經考核確認者，每學期由住宿組簽請獎勵之。
- (二)服務滿一學年且平均考核甲等以上者，給予下學年度本校自有宿舍住宿優先權。
- (三)宿舍幹部怠忽職守或違反工作紀律者，依本校「學生獎懲辦法」及相關規定，依情節輕重檢討議處或免除其職務。
- (四)學生如藉報名擔任宿舍幹部作為免抽籤獲得住宿權之手段，惟事後拒履行義務者，取消其宿舍幹部資格及當學年本校自有宿舍住宿權；具本校承租宿舍住宿權者，取消當學年住宿權或次學年續租申請權利。

十四、住宿組得依本規定所訂宿舍幹部之工作職掌範圍，另訂工作要領，經學生事務長核定後實施。

十五、本規定經行政會議審議通過，陳請校長核定後自公告日實施。

Rules of the Selection, Training, and Placement of Dorm Cadre

Members at I-Shou University

Promulgated with the consent from the President dated September 5, 2006

Amendments promulgated with the consent from the President dated July 23, 2007

Amendments to Provisions I, III-XIII, and XV promulgated with the consent from the President dated October 9, 2014

Amendments to the Rules promulgated with the consent from the President dated September 21, 2017

Amendments to Provisions IV, VII, IX, X, XII, XIII, and XV adopted by the University Administration Council on April 15, 2020, and promulgated with the consent from the President dated May 5, 2020

Amendments to Provisions III-V, VIII-XI, XIII, and XIV adopted by the University Administration Council on September 25, 2024, and promulgated with the consent from the President dated October 10, 2024

- I. The Rules of the Selection, Training, and Placement of Dorm Cadre Members at I-Shou University (hereinafter referred to as “the Rules”) are made by I-Shou University (hereinafter referred to as “the University”) pursuant to the Guidelines on Student Dormitory Management at I-Shou University.
- II. The purpose of the Rules is to encourage dorm residents to serve as dorm cadre members to offer all possible assistance to fellow residents and develop good leadership skills with an eye to optimizing the management of student dormitories.
- III. The Student Housing Section of the Office of Student Affairs (hereinafter referred to as “the Section”) is responsible for matters relating to the selection, training, and placement of dorm cadre members.
- IV. For Dormitory 1 at the Main Campus, the Medical Campus Dormitory, and the E-Da Hospital Dormitory, each dorm building shall have one dorm leader and one deputy dorm leader, and each floor has one resident assistant. Each dorm building of Dormitory 2 at the Main Campus

shall have one dorm leader and one deputy dorm leader.

V. Candidates for the position of dorm cadre:

1. Dorm residents who have actively applied for the position and passed the qualifications screening; or
2. Dorm residents who have performed well and are nominated for the position by faculty members or dorm superintendents.
3. The Section will select the best from all candidates for the position, provide them with training, and announce the list of new dorm cadre members with the consent from the President.

VI. Selection criteria:

1. Residing at one of the student dormitories via application;
2. Being an undergraduate student in the junior year or beyond (excluding those who will graduate soon);
3. Having good leadership skills, expressing enthusiasm for serving fellow residents, and obeying rules and accepting discipline; and
4. Having not received any minor demerits or even severer punishment.

VII. Appointment and dismissal of dorm cadre members:

1. Dorm cadre members shall serve a one-academic-year term, and their appointment may be renewed provided that they have delivered an excellent performance in service.
2. If any dorm cadre member fails in his/her duty or violates the applicable regulations or rules, he/she shall be removed from his/her duties, and the vacancy will be filled by one of the trainee cadre members.

VIII. The Office of Student Affairs organizes a workshop for dorm cadre members before a new semester begins. The Section convenes a monthly meeting of all dorm cadre members (including dorm superintendents). The dorm leader of each dorm building shall call an internal meeting every week with his/her team to discuss, coordinate, and review the work progress in order to strengthen their competence in dormitory management.

IX. The dorm leader (deputy dorm leader) is responsible for:

1. enforcing the Guidelines on Student Dormitory Management at I-Shou University and other applicable dormitory rules (including the Housing Regulations for Dormitory Residents at I-Shou University);
2. building bridges among resident assistants, dorm residents, and the unit-in-charge;
3. supervising and assessing resident assistants' performance and convening a weekly meeting with resident assistants;
4. assisting in maintaining dormitory safety, order, and cleanliness;

5. doing a roll call of dorm residents, checking the cleanliness of dorm rooms, and reporting dorm residents' feedback to the unit-in-charge;
6. reproving, advising, and correcting dorm residents who have violated any dormitory regulations or rules;
7. going on duty at the Management Office as scheduled;
8. assisting in investigating or handling resident-related incidents;
9. attending dormitory-related meetings, training sessions, and activities, managing the dorm building under his/her charge, and offering services to fellow residents;
10. assisting in handling repair requests in the dorm building under his/her charge and, if necessary, staying in the dorm room during the repair; and
11. handling non-routine tasks.

X. The resident assistant is responsible for:

1. enforcing the Guidelines on Student Dormitory Management at I-Shou University and other applicable dormitory rules (including the Housing Regulations for Dormitory Residents at I-Shou University);
2. fulfilling tasks assigned by the unit-in-charge, the dorm superintendent, and the dorm leader;
3. building bridges between dorm residents and the unit-in-charge;
4. assisting in maintaining dormitory safety, order, and cleanliness;
5. doing a roll call of dorm residents, checking the cleanliness of dorm rooms, and reporting dorm residents' feedback to the unit-in-charge;
6. reproving, advising, and correcting dorm residents who have violated any dormitory regulations or rules;
7. assisting with the checks and safekeeping of dormitory property on his/her floor;
8. assisting in investigating or handling resident-related incidents;
9. attending dormitory-related meetings, training sessions, and activities, managing the floor under his/her charge, and offering services to fellow residents;
10. assisting in handling repair requests on the floor under his/her charge and, if necessary, staying in the dorm room during the repair; and
11. handling non-routine tasks.

XI. Performance evaluation of dorm cadre members:

1. A performance rating scale is adopted to evaluate dorm cadre members' performance. Their performance will be evaluated by their dorm leaders, dorm superintendents, the staff-in-charge, and the Section Chief of the Section step by step. The evaluation results will then be submitted to an appraisal meeting for review and finally to the Dean of Student Affairs for approval. The performance rating levels assigned to dorm cadre members will be

the deciding factor in providing rewards and granting the renewal of appointment to them.

2. Evaluation items and the performance evaluation form shall be developed by the Section separately. Performance rating scale: A+ (90-100 points), A (85-89 points), B (80-84 points), C (70-79 points), D (60-69 points), and E (less than 60 points).
3. The Section arranges an appraisal meeting at the end of every semester. The Section Chief of the Section presides at the meeting, and all dorm leaders, dorm superintendents, and the staff-in-charge shall attend the meeting.

XII. Scholarships:

Dorm cadre members will be awarded a certain amount of scholarship depending on their performance rating levels, provided that they have completed the required training and activities held during the academic year and fulfilled their duties well, have served as a dorm cadre member for a minimum of one semester, and satisfy one of the requirements for the scholarships.

XIII. Rewards and punishment:

1. For dorm cadre members who are diligent and conscientious in their duties and have passed the performance evaluation, the Section will apply to the University to reward those dorm cadre members.
2. Dorm cadre members who have held the position for a minimum of one academic year and received an average rating of A+, A, or B will be given priority to secure accommodation at one of the university-owned student dormitories in the following academic year.
3. If any dorm cadre member fails in his/her duty or violates the applicable regulations or rules, he/she shall, depending on the severity of the situation, receive punishment or even be dismissed from his/her position under the Regulations for Student Rewards and Punishments at I-Shou University and other applicable rules.
4. If any dorm cadre member uses his/her position as a means of securing on-campus accommodation without drawing lots but refuses to fulfill his/her duties, he/she shall be dismissed from the position and denied the right to reside at one of the university-own student dormitories in the academic year. If he/she has secured accommodation at one of the rented student dormitories, he/she will be denied the right to reside at the dormitory during the academic year or the right to renew the lease for the following academic year.

XIV. The Section may draw up work guidelines based on the duties of dorm cadre members mentioned herein. The aforesaid work guidelines shall come into effect after being approved by the Dean of Student Affairs.

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

Note: In case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.