

# 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

112年10月18日行政會議修正通過(全文),112年10月26日校長核定公告

113年3月20日行政會議修正通過(第2、4點),113年3月26日校長核定公告

113年9月25日行政會議修正通過(第2~4點),113年10月10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及管理更臻完善，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)住宿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事項：

1. 住宿組組員：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. 校安人員：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、宿舍進出管理、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、學生外宿登記與反映及宿舍興革建議等事宜。
4. 宿舍維修人員：由總務處指派，負責各項設施之維護、修繕、改良、補充及設置等事宜。
5. 宿舍工讀人員：由住宿組指派，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：每學期召開一次，由學生事務長主持，並邀請總務處、圖書與資訊處、軍訓室及住宿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，由住宿組組長主持，並由組員、宿舍生活輔導老師及全體宿舍管理幹部出席。

四、一般規定：

(一) 宿舍進出管理規定：

1. 每日23時30分至翌日7時為加強進出安全管制時間，其中第二宿舍住宿生於該時段一律由學校大門經男宿管理站進出。

2. 基於宿舍安全維護，不得拒絕配合宿舍輔導老師及業務相關人員查證確認及登記身分。

3. 各宿舍區大門採24小時刷卡管制進出，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。

4. 為維護宿舍區安全，頂樓於22時30分關閉，翌日6時開啟。

5. 寧靜時間管制：每日23時30分至翌日7時為寧靜時間，各樓層公共區域及寢室應保持寧靜，嚴禁大聲喧嘩，以免影響附近住宿同學之安寧，違者予以處分。

(二) 水電管制：

1. 宿舍區大燈開放時間：每日6時至23時30分。
2. 洗衣機、烘衣機及脫水機開放時間：每日6時至23時。
3. 宿舍交誼廳開放時間：每日9時至23時。
4. 熱水供應時間：每日7時至9時及16時至24時。
5. 第一宿舍及醫學院區宿舍冷氣空調供應時間：每日12時30分至15時及18時至翌日7時30分，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8時至20時。
2. 親友及非住宿學生來訪應按規定辦理登記，不得進入各樓層及寢室。
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進行維修，學生本人應親自在場。
2. 禁止於網路上從事違反智慧財產權及相關法令之行為。
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) 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，經住宿組審核後，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。

(六) 住宿申請：

1. 各年級學生，依其意願申請住校。為輔導一年級新生適應大學生活，新生以住校為原則。
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，中籤者應繳交次學期住宿費（金額由本校另定之），取得住宿權益，於開學一星期內進住，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。

(七) 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，經相關會議決議退宿。
  - (4) 未於規定期限內繳交住宿費。
  - (5) 因特殊事故申請退宿經核准。
2. 申請住宿學生應預繳住宿費，其收退費規定依本校「學生宿舍費用收費規定」辦理。

(八) 床位分配：

1. 空房不空床。
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住宿組審核始得調換。

(九) 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，得於公告期限內依本校「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）宿舍進住：

1. 住宿學生於進住宿舍時應繳清住宿費，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星期內完成報到住宿手續。

（十一）宿舍退宿點檢：

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. 退宿時應由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，如未照價賠償，得採法律途徑求償，並取消下學年住宿資格；宿舍生活輔導老師應俟住宿學生賠償後，始完成退宿手續。

（十二）整潔及安全維護：

1. 本校實施垃圾不落地及垃圾分類回收，於指定時間送至垃圾車或資源回收處，不得堆（棄）置於寢室、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. 宿舍周圍環境整潔、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，由住宿組擇定適當時間，適時舉辦整潔

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. 不得在宿舍擅自接裝及持有非經許可或影響安全之私人電器用品，嚴禁存放違禁品、危險物品；禁止存放或燃放鞭炮、煙火；禁止炊爨、喝酒、賭博、餵養動物及持有炊爨電器、酒類、麻將等賭具，或從事危險、違法、推銷營利及妨害公共安全之行為，違者予以處分。
8. 嚴禁攀越宿舍區大門、圍牆(籬)、窗台、陽台及頂樓女兒牆等具危險性建築場域，違者予以處分。

(十三) 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 academic year 2002

Amendments to the Guidelines promulgated with the consent from the President dated 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 July 4, 2019

Amendments to the Guidelines adopted by the University Administration Council on October 18, 2023, and promulgated with the consent from the President dated October 26, 2023

Amendments to Provisions II and IV adopted by the University Administration Council on March 20, 2024, and promulgated with the consent from the President dated March 26, 2024

Amendments to Provisions II-IV adopted by the University Administration Council on September 25, 2024, and promulgated with the consent from the President dated October 10, 2024

- I. Purpose: The Guidelines on Student Dormitory Management at I-Shou University (hereinafter referred to as "the Guidelines") are made by I-Shou University (hereinafter referred to as "the University") with the aim of helping dormitory residents (hereinafter referred to as "residents") adopt a healthy lifestyle and perfecting the living quality and management of student dormitories.
- II. Management: The management of student dormitories will be in the charge of assigned administrative staff and student cadre members.
  1. Administrative management:

The Student Housing 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 assigns staff members to handle the following

matters:

- a. Staff members of the Section: They are assigned by the Office to assist the Dormitory Residents' Association, provide counseling services to residents, and assign dormitory vacancies to residents.
  - b. Campus security counselors: They are assigned by the Office to handle violations committed in dormitories and ensure the safety and security of dormitories.
  - c. Dormitory superintendents: They are assigned by the Office to take responsibility for dormitory security, access control, safekeeping of university-owned property, maintenance (repair) applications, inspection & acceptance, utility control, residents' community service, nighttime patrol, the registration for residents staying elsewhere overnight, and reflections and suggestions from residents.
  - d. Dormitory technicians: They are assigned by the Office of General Affairs to maintain, repair, renovate, resupply, and provide amenities in dormitories.
  - e. 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 to manage dormitories and assist with general matters in dormitories and dormitory-related activities.
- a. Dormitory management:
- (1) Dorm leader: The dorm leader is responsible for the overall matters of the Dormitory Residents' Association.
  - (2) Deputy dorm leader: The deputy dorm leader is responsible for matters relating to his/her dormitory.
  - (3) Resident assistant: The resident assistant is responsible for assisting his/her dorm leader (deputy dorm leader) with matters on his/her floor.
- b. Dormitory services: Assisting with the supervision of dormitory cleanliness.
- 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 Section, the staff member 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. Staff members of the Section, dormitory



superintendents, and all dormitory cadre members are required to attend.

#### IV. General Rules:

##### 1. Access control:

- a. From 11:30 p.m. to 7 a.m. daily, there is a heightened access control period. During this period, residents of Dormitory 2 at the Main Campus shall return to their dormitory through the Management Office of the Males' Dormitory after entering the University.
- b. For the sake of dormitory security, residents are required to cooperate with dormitory superintendents and staff-in-charge to verify and register their identity.
- c. A 24/7 card-based access control system is installed in all dormitory entrances. Residents are required to use their student ID cards to gain entry. Anyone who tries to prevent the entrance from closing will be punished.
- d. To ensure the security of the dormitory area, the top floor will be closed at 10:30 p.m. and open at 6 a.m. the following day.
- e. Quiet hours are in effect from 11:30 p.m. to 7 a.m. every day. During this period, all common areas and dorm rooms on each floor shall keep silent to respect the lifestyle of fellow residents. Loud noises are strictly prohibited, and violators will face punishment.

##### 2. Utility control:

- a. Overhead lights are turned on at 6 a.m. and turned off at 11:30 p.m. every day.
- b. Residents are permitted to use washing machines, clothes dryers, and spin dryers between 6 a.m. and 11 p.m. every day.
- c. Residents are permitted 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 conditioners in Dormitory 1 and Medical Campus Dormitory work between 12:30 p.m. and 3 p.m. and between 6 p.m. and 7:30 a.m. every day. However, a stored-value card for air-conditioning is required.
- f. Residents shall make 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. every day.
- b. Visits from family and friends, as well as non-resident students, shall be registered on arrival, and they are not permitted to enter each floor or dorm room.

- c. Non-residents shall not enter the dormitory without permission. Residents shall not enter floors or areas where residents of the opposite sex live. Violators will be punished under the Regulations for Student Rewards and Punishments at I-Shou University and other applicable rules.

#### 4. Internet connections:

- a. Residents may apply for a repair online, and a technician will carry out the repair at the designated time 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 profit-seeking activities via the campus network.
- d. Residents shall respect the lifestyle of their roommates while using the computer or surfing the Internet.

#### 5. Repairs to dormitory amenities:

- a. The Office of General Affairs is responsible for additions, renovations, maintenance, and repairs of student dormitories as well as distribution and disposal of tools.
- b. Residents shall apply online for a repair to their dorm rooms, and dormitory cadre members will apply for a repair to public areas or notify dormitory superintendents of the application for a repair. After being approved by the Section, the application will be delivered to the Office of General Affairs for sending staff for repair accordingly.
- c. Residents shall use dormitory amenities with care. Those who are found to vandalize any dormitory amenities will be punished under the applicable regulations and rules and held liable for compensation based on the sale price.

#### 6. Accommodation application:

- a. All students may apply for dormitory accommodation of their own free will. To assist undergraduate freshmen in adapting to college life, living on campus is mandatory for them.
- b. The accommodation period for each application is one academic year. Residents are not permitted to move out during the semester unless a supporting document is provided for special reasons.
- c. Students in their sophomore year or above may apply for dormitory accommodation according to the announcement issued 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 move in within one week of the first day of school; otherwise, they will become disqualified, and the vacancies will be filled by applicants on the waiting list. If residents have not violated any dormitory-related regulations or rules during the first semester, they are eligible to continue living on campus in the second semester after their application has been approved.

#### 7.Moving out:

- a. In one of the following situations, a resident shall move out from the dormitory immediately:
  - (1)having graduated from the University;
  - (2)suspending studies 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 and rules, and being asked to move out based on the decision made by the competent committee;
  - (4)failing to pay accommodation fees by a given deadline; or
  - (5)being permitted to move out for special reasons.
- b. Residents shall pay accommodation fees in advance. Refund applications shall be handled in accordance with the Rules of Student Housing Rates at I-Shou University.

#### 8.Room and bed assignment:

- a. Vacant dorm rooms instead of available beds.
- b. All empty dorm rooms are located on the same floor and locked for management purposes.
- c. Residents are not permitted to change their rooms or beds until they have obtained approval from dormitory superintendents and the Section.

#### 9.Holidays:

- a. Residents shall take all their personal belongings with them when returning home during summer and winter vacations. The University shall not be held liable for any personal property damage or loss. Any personal belongings left will be discarded as waste, and the owner will be punished under the applicable rules. The place for residents to deposit their stuff and the applicable rules will be announced before 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 under 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.

#### 10.Moving in:

- a. When moving into the dormitory, residents shall pay accommodation fees, 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 permitted to displace any amenities in their rooms.
- c. Residents shall complete the check-in process within one week of the first day of school.

#### 11.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 moving out of the dormitory, residents shall request dormitory superintendents to inspect 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. Failure to compensate as required may result in legal action for restitution and the cancellation of accommodation eligibility for the following academic year. Dormitory superintendents shall conclude the check-out process only after the compensation is made.

#### 12.Dormitory cleanliness and security:

- a. Residents shall sort and recycle trash. To keep trash off the ground, they shall take their trash to garbage trucks or the recycling collection area instead of putting it in the dorm room, on the balcony, or in 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 personnel 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 dormitory security and safeguard residents' rights, environmental safety and cleanliness checks may be conducted subject to an 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 staff-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 strictly prohibited from using or possessing personal electrical appliances that may endanger fellow residents without prior consent; storing illegal or dangerous substances at the dormitory; storing or setting off firecrackers or fireworks; cooking, drinking, gambling, keeping pets, and possessing cooking appliances, alcohol, mahjong tiles or other gambling paraphernalia; and getting involved in any activities that are dangerous, illegal, profit-seeking or jeopardous to public security. Violators shall be punished.
- h. Residents are strictly prohibited from climbing up or over dangerous areas, such as dormitory gates, fences, window sills, balconies, and parapets. Violators shall be punished.

13. Matters not mentioned herein, if any, 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 case of any disputes or misunderstandings regarding the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*