

國立臺灣科技大學學生宿舍管理辦法

Dormitory Regulations of the National Taiwan University of Science and Technology

95.06.07 94學年度第4次學生事務會議通過

Passed in the fourth meeting of the Student Affairs Council in the 2005-6 academic year on June 7, 2006

96.06.14 95學年度第5次學生事務會議通過

Passed in the fifth meeting of the Student Affairs Council in the 2006-7 academic year on June 14, 2007

96.11.27 96學年度第1次學生事務會議通過

Passed in the first meeting of the Student Affairs Council in the 2007-8 academic year on Nov. 27, 2007

98.01.15 97學年度第1次學生事務會議通過

Passed in the first meeting of the Student Affairs Council in the 2008-9 academic year on Jan. 15, 2009

99.10.11 98學年度第1次學生事務會議通過

Passed in the first meeting of the Student Affairs Council in the 2009-10 academic year on Oct. 11, 2010

100.05.25 99學年度第4次學生事務會議通過

Passed in the fourth meeting of the Student Affairs Council in the 2010-11 academic year on May 25, 2011

100.10.17 100學年度第1次學生事務會議通過

Passed in the first meeting of the Student Affairs Council in the 2010-11 academic year on Oct. 17, 2011

102.03.19 101學年度第2次學生事務會議通過

Passed in the Second meeting of the Student Affairs Council in the 2011-12 academic year on Mar. 19, 2013

102.06.05 101學年度第3次學生事務會議通過

Passed in the Third meeting of the Student Affairs Council in the 2011-12 academic year on Jun. 5, 2013

103.02.18 102-2學期第1次學生宿舍管理委員會會議通過

Passed in the first meeting of Student Dormitory Management Committee in the 2013-14 academic year on Feb 18, 2014

103.05.22 102-2學期第2次學生宿舍管理委員會會議通過

Passed in the second meeting of Student Dormitory Management Committee in the 2013-14 academic year on May 22, 2014

103.08.25 103學年度第1次學生宿舍管理委員會會議通過

Passed in the first meeting of Student Dormitory Management Committee in the 2014-15 academic year on August 22, 2014

104.03.12 103學年度第2次學生宿舍管理委員會會議修訂

Revised in the second meeting of Student Dormitory Management Committee in the 2015-16 academic year on March 12, 2015.

104.05.20 103學年度第3次學生宿舍管理委員會會議修訂

Revised in the third meeting of Student Dormitory Management Committee in the 2015-16 academic year on March 12, 2015.

104.08.25 104學年度第1次學生宿舍管理委員會會議修訂

Revised in the first meeting of Student Dormitory Management Committee in the 2015-16 academic year on August 25, 2015.

105.05.20 104學年度第3次學生宿舍管理委員會會議修訂

Revised in the third meeting of Student Dormitory Management Committee in the 2015-16 academic year on May 20, 2016.

105.08.25 105學年度第1次學生宿舍管理委員會會議修訂

Revised in the first meeting of Student Dormitory Management Committee in the 2016-17 academic year on August 25, 2016.

106.08.30 106學年度第1次學生宿舍管理委員會會議修訂

Revised in the first meeting of Student Dormitory Management Committee in the 2017-18 academic year on August 30, 2017.

107.05.16 106學年度第2次學生宿舍管理委員會會議修訂

Revised in the second meeting of Student Dormitory Management Committee in the 2017-18 academic year on August 30, 2017

108.05.17 107學年度第1次學生宿舍管理委員會會議修訂

Revised in the first meeting of Student Dormitory Management Committee in the 2019-01 academic year on May 17, 2019

108.12.10 108學年度第3次學生宿舍管理委員會會議修訂

Revised in the third meeting of Student Dormitory Management Committee in the 2019-01 academic year on Dec 10, 2019

109.3.17 108學年度第4次學生宿舍管理委員會會議修訂

Revised in the third meeting of Student Dormitory Management Committee in the 2019-01 academic year on Mar. 17, 2020

109.4.21 第586次行政會議修訂通過

Revised and passed in the 586th administrative meeting on Apr.21, 2020

109.05.20 108學年度第5次學生宿舍管理委員會會議修訂

Revised in the fifth meeting of Student Dormitory Management Committee in the 2019-01 academic year on May 20, 2020

109.10.13 109學年度第1次學生宿舍管理委員會會議修訂

Revised in the first meeting of Student Dormitory Management Committee in the 2020-01 academic year on Oct. 13, 2020

111.06.1 110學年度第3次學生宿舍管理委員會會議修訂

Revised in the first meeting of Student Dormitory Management Committee in the 2022-01 academic year on Jun. 1, 2022

111.12.21 111學年度第2次學生宿舍管理委員會會議修訂

Revised in the first meeting of Student Dormitory Management Committee in the 2022-1 academic year on Dec. 21, 2022

第壹章 目的

Chapter 1. Purpose

第一條 為維護學生宿舍秩序與安全，期使宿舍管理更臻完善，特訂定本辦法。

Article 1

These regulations are specially set out to maintain the order and security of the dormitories of NTUST, and to enable the fully effective functioning of dormitory management.

第貳章 職掌

Chapter 2. Duties

第二條 學生宿舍管理、住宿生生活輔導、宿舍保全執行成效督導與考核、行政綜合協調事項等，由學生事務處生活輔導組負責策劃。

Article 2

The Life Guidance Division of the Office of Student Affairs is in charge of dorm management, dorm residents' counseling, dorm safety inspection and evaluation, administrative coordination and so on.

一、宿舍輔導老師：由行政人員兼任。

1. Dorm Counselors:

Administrative staff serve as dorm counselors concurrently.

二、宿舍管理員：負責宿舍裝備維護與財產管理及宿舍保全-委外業務與執行考核。

2. Dorm Administrators:

Dorm administrators are responsible for maintaining dorm facilities, managing dorm property, ensuring dorm safety and security, and conducting evaluations.

三、宿舍保全：由與本校簽訂合約之保全公司，依約執行宿舍安全管制、學生生活服務、環境清潔維護等事項。

3. Dorm Security

The security company contracted by NTUST is in charge of dorm safety, student life services, and maintenance of the cleanliness of the dorms and their environment.

四、宿舍自治幹部：

(一) 協助住宿生生活規範、意見反映、宿舍申請(遞補)作業、團康活動及臨時交辦事項。學生宿舍自治會組織規則另訂之。

4. Dormitory Self-Government Association Officers:

- Help residents understand the dorm regulations.
- Make recommendations on policies and regulations concerning the dorms.
- Assist in processing applications for dorm spaces.

- Hold activities for the dorms.
- Handle other tasks assigned by the university.

(Regulations of the Dormitory Self-Government Association are set out separately).

- (二) 一舍正副舍長可減免該舍六人、四人房型之全額宿費；一舍樓長減免六人房型宿費之二分之一。二、三舍正副舍長減免全額宿費，二、三舍樓長減免全學期宿費4500元。因受免除職務處分或個人因素辭去職務者，從解職日次日起宿舍費用恢復原先規定，不滿整月者依各宿舍每日計價計算。

The chief and chief deputy of the First Dormitory may be waived the charge for the six-person and four-person rooms; the resident assistants of the First Dormitory may be waived one-half of the charge for the six-person rooms. The chief and chief deputy of the Second and the Third Dormitory will receive a full accommodation fee waiver, and the resident assistants of the Second and the Third Dormitory will receive an accommodation fee waiver of NT\$4,500 per semester during the tenure. If the dormitory self-government association officers resign from the position due to dismissal or personal factors, the accommodation fee will reinstate and count from the day after the resignation. If the remaining day for accommodation is less than a full month, the daily rate for the accommodation fee of each dormitory is calculated.

- 五、行政協調：總務處協助宿舍修繕工程、水電維護、陣營具採購、宿舍保全委外招標等事宜。

5. Administrative Coordination

The Office of General Affairs shall:

- Help to improve and repair the facilities in the dorms.
- Be in charge of dorm procurement.
- Handle the tender project for the dorm security company.

第參章 申請

Chapter 3. Application for Dormitory Space

- 第三條 本校學生宿舍專供本校在學學位生住宿之用（不含在職班及部份時間修課學生）。

Article 3

All full-time students may apply for dormitory space, while part-time and evening program students are not eligible to apply.

- 第四條 住宿配合事項如下：

Article 4 Cooperation

一、學務處因公共衛生或公共安全之需求，有權力調整住宿生床位，住宿生不得異議。

1. Due to sanitary and public safety reasons, the office of student affairs has the right to change resident's bed, no further objection is allowed

二、提出住宿申請之學生為新生時，應於入校時行健康檢查，檢查項目由學校訂之。未於指定期間內，提出健康檢查報告者，停止住宿，準用第十二條規定辦理。

2. When the applicant for dorm space is a new student, the student must undergo a health examination as part of the enrollment process, with the items to be examined by the doctor to be determined by the university. Any student who has not provided a health examination report by the announced deadline will be refused dorm space, and the matter will be handled according to Article 12 below.

第五條 凡提出住宿申請之學生，須於學務處網路公告及開放時間內(在校生五月；碩、博班新生八月；大學部新生八月辦理)，上網申請，逾時則不予受理。

Article 5

Students who apply for the accommodation in the dormitory should complete the application online during the specified opening hours announced by Office of Student Affairs. Late online application will not be accepted. (May for current students; August for new students in master's and doctoral programs; August for new students in university departments).

第肆章 分配

Chapter 4. Allocation

第六條 學務處依申請學生名冊審核並安排床位。

Article 6

The Office of Student Affairs will verify and arrange the bedroom according to students' registration.

第七條 僑生、外籍生依其混同住宿意願，由生輔組分配床位。

Article 7

The bed assignments of overseas Chinese students and international students will be assigned by the Life Guidance Division in accordance with the students' preference for rooming with local students or with other international students.

第伍章 進住

Chapter 5. Moving into the Dorm

第八條 住宿生應於註冊時繳交住宿費，並於公告時間內由本人持繳費收據至宿管中心領取鑰匙後始可進住。

Article 8

Boarders shall pay their dorm fee and registration fees at the same time. After submitting the receipt to the Dorm Management Center within the announced period of time, boarders shall receive their keys and can then move into the dorm.

第九條 於進住宿舍時，須以寢室為單位填妥住宿保證書一份，經寢室全體成員簽名後，交由宿管中心存查。住宿生應詳加研讀保證書內所列遵守事項。

Article 9

After moving into the dorm, the boarders in each room must hand in to the Dorm Management Center one copy of the pledge to obey dorm policies and regulations which has been signed by every boarder in the room. Boarders should read carefully all the information contained in the pledge about the dorm rules that they are required to obey.

第陸章 退宿

Chapter 6. Moving Out of the Dorm

第十條 住宿期限以一年（依本校行事曆）為原則，住宿期滿不續住者應於公告時間內遷出。

Article 10

In principle, the period of dorm residence is one year (as indicated by the NTUST academic calendar). After the period expires, boarders should move out of the dorm within the announced period of time.

第十一條 住宿生於學期中因休學、退學、轉學、自願退宿、勒令退宿，應於一週內辦理退宿。

Article 11

During the regular semesters, boarders shall have one week to move out of the dorm if required to leave for any of the following reasons: temporary withdrawal from studies, expulsion from the university, transferal to another school, personal decision to move out of the dorm, or a violation of regulations that results in losing the right to stay in the dorm.

第十二條 住宿生於學期中有第四條第一、二項之情形者，應於一週內辦理退

宿。

Article 12

Boarders who have any of the circumstances described in Article 4, Items 1 and 2 during the semester, must move out of the dorm within one week.

第十三條 退宿時依寢室財產卡完成公物清點(繳還)與環境整理，經自治幹部檢查合格後，至宿管中心辦理離舍手續後始可離舍。

Article 13

After officers of the Dorm Self-Government Association have finished the room inspection and determined that no damage or loss of furniture or facilities registered for that room has occurred and that the space occupied has been cleaned and tidied, boarders shall complete departure procedures in the Dorm Management Center and then move out of the dorm.

第十四條 住宿生離舍前應將個人物品全數清潔與搬離，逾期未清潔與搬離者，於公告後以廢棄物處置，且不得再申請住宿，不得異議。

Article 14

Boarders shall clean and take away all their personal belongings within the announced period of time when moving out of the dorm; otherwise, the things left in the room will be disposed of as trash and cannot apply or live in dorm again .

第柒章 暑期住宿

Chapter 7. Staying in the Dorm during Summer Vacation

第十五條 暑假住宿及管理由生輔組依每年宿舍修繕工程及院(系)暑期活動住宿需求，於網路公告並受理申請作業。

Article 15

Availability of dorm space during summer vacation as well as the dates and procedure for applying will be announced on the website of the Life Guidance Division. Availability will depend on scheduled annual dorm maintenance work as well as the needs of the various summer programs sponsored by the university's departments and graduate institutes.

第十六條 暑假活動住宿床位需求，由各辦理單位於每年四月底向生輔組提出申請。

Article 16

The departments and other units responsible for summer programs should submit their applications for summer dorm space to the Life Guidance Division by the end of April every year.

第十七條 暑期未經申請住宿之空床位，得用以支援學生辦理活動，或錄取為本校碩士班新生之研究所需，申請暫住由生輔組核配。

Article 17

Available beds which have not been taken for summer programs shall be used to support student activities or for new graduate students who are on campus to do their research. Applications for the allocation of summer vacation dorm space will be handled by the Life Guidance Division.

第十八條 暑假住宿期滿退宿，依第十三條，第十四條規定辦理。

Article 18

When the summer vacation dorm accommodation period ends, boarders shall move out of the dorm as described in Articles 13 and 14 above.

第捌章 床位異動

Chapter 8. Change of Bed Assignment

第十九條 凡經生輔組核准之住宿名單，未向生輔組報備核准不得擅自變更床位。

Article 19

The name list for the allocation of dorm space will be approved by the Life Guidance Division. Boarders shall not change their bed assignments without the approval of the Life Guidance Division.

第玖章 收退費標準

Chapter 9. Standards for the Collection and Refunding of Dorm Fees

第二十條 學生住宿費，區分為上學期(含寒假)、下學期、暑假三個階段依校訂標準收費；短期住宿人員，以第一宿舍六人房每人每日95元計費、第一宿舍四人房每人每日115元計費、第二及三宿舍每人每日50元計費。(學生住宿冷氣費用需另行自付)

Article 20

The dorm fee determined by the university is normally charged for each of 3 periods: fall semester (including winter vacation), spring semester, and summer vacation. For the short-term accommodation fees of the first dorm, the sextuple rooms cost NT\$95 per person each day, while the quadruple rooms cost NT\$115 per person every day. As for the short-term accommodation fees of the second and the third dorm, it cost NT\$50 per person every day. (Air conditioning expenses are excluded from the accommodation fees. It should be paid respectively.)

第二十一條 經核准遞補床位之住宿，除學期初統一遞補全額收費外；餘時段則

按住宿期程比例方式收費。(以週為單位計費)

Article 21

For students who fill a vacancy in a dorm after the semester has started, the dorm fee shall be charged according to the proportion of the particular time period that the student lives in the dorm, using one week as the unit of reckoning. Those filling vacancies that become available at the beginning of each semester shall pay the total fee.

第二十二條 學期開始前辦理退宿者，全額退還住宿費；學期中退宿以週為單位退還費用；逾學期三分之二退宿及受勒令退宿處分者不予退費。

Article 22

Students who cancel their stay in the dorm when the semester has just begun will get a full refund. Those who cancel their stay in the middle of the semester will get a refund in weeks. However, students who are expelled from the dorm or cancel their stay after two third of the semester will not get a refund.

第二十三條 申請異動核准後之住宿，其低於原宿舍之住宿費者，不退差價；其高於原宿舍之住宿費者，應補繳差價。

Article 23

Boarders who get approval to change their dorm assignment will not be reimbursed for the price difference if the original dorm fee is higher than the new one. However, if the new dorm fee is higher than the original one, boarders shall pay the price difference.

第拾章 宿舍規範及違規處理要點

Chapter 10. Dorm Rules and Penalties for Violations

第二十四條 為維護宿舍安全與秩序，特訂定宿舍規範及採取違規記點制度；凡住宿期間有下列情形之一者，經宿舍輔導人員、自治幹部或住宿生檢舉經查屬實者，即依情節予以記點（觸犯校規之部份依「學生獎懲辦法」處理。），住宿規範及記點標準如下：

Article 24

The following rules and the penalties for violations are specially set up to maintain the order and security of the dormitories of NTUST. If boarders are proven to have violated the regulations by dorm counselors, officers of the Dorm Self-Government Association, or other boarders, they will be given penalty points according to the seriousness of the violation. (Violations of university regulations are subject to the Regulations Governing Rewards and Penalties for Students.) A list of dormitory rules and the penalties for violations can be found below:

一、凡有以下行為者，扣二十點(勒令退宿)：

Violations (1) to (8) will result in 20 penalty points and automatic expulsion from the dorm, and the loss of the right to apply to stay in a dorm until graduation:

(一) 浴廁偷拍、偷竊、賭博、鬥毆、吸菸、酒後行為影響他人者。

(1) Sneaking photos (ex: in restrooms or shower rooms), Stealing, gambling, fighting, smoking and any liquor-influenced behavior that affects other boarders.

(二) 擅自頂讓床位，除扣20點退宿外，加記小過乙次。

(2) Transferring one's dorm authorization to others. (And also be recorded as a small violation)

(三) 霸佔床位、惡意排斥室友進住。

(3) Occupying a bed without authorization, preventing a roommate from using an authorized bed.

(四) 非住校生未經核准進入宿舍或入住,記小過乙次。

(4) Non- boarders getting into the dorm without permission. (And also be recorded as a small violation)

(五) 儲放危險物品、易燃物品、燃放煙火、焚燒物品。

(5) Storing dangerous or inflammable goods, shooting off fireworks or setting any kind of fire.

(六) 私自更改冷氣電路或計費系統，規避計費器計費之情事。

(6) Altering the circuitry or accounting system of the room air conditioners to avoid being charged.

(七) 未經核准使用電暖爐、除濕機、微波爐、電磁爐、冰箱、挖礦行為等電荷量過大或易造成公共安全意外之電器及瓦斯用品。

(7) Mining or using electric heaters, electric dryers (those two should be authorized), electric hot-plates, refrigerators, those electrical appliances that might cause power overloaded or worry over the public safety, or using gas-fueled appliances.

(八) 在宿舍內(非規定之使用場所)使用烹調器具(加熱或烹煮)。

(8) Cooking or heating in the places that are not allowed.

二、凡有以下行為者，扣十點：

Violations (1) to (19) will result in 10 penalty points:

(一) 私自將寢室內之公物移至寢室外或毀棄。

(1) Removing or damaging public property without authorization.

(二) 無故不參加宿舍消防及逃生演練。

(2) Being absent from fire drills without giving a reason.

(三) 不配合宿舍各項相關行政規定。

(3) Violating any relevant administrative regulations.

- (四) 利用宿舍網路從事不法之行為或違反學術網路之使用規範。
(4) Any illegal behavior using the dorm Internet connections or behavior in violation of TA Net regulations.
- (五) 打麻將。
(5) Playing mahjong.
- (六) 擅自更換床位。
(6) Moving to a different bed without authorization.
- (七) 將宿舍門禁卡借他人使用。
(7) Lending the access card to others.
- (八) 飼養動(寵)物。
(8) Keeping pets in the dorm.
- (九) 凡未經核准於宿舍內進行商業(買賣)活動，或宗教活動之進行影響同學安寧、製造髒亂等行為。
(9) Taking part in the commercial activities or any other religious behavior that disturb other boarders or litter the circumstances without permission.
- (十) 其他違反公共衛生、居住安寧或公共安全之行為，經勸導無效者；個人衛生習慣不佳，影響同寢室所有住宿生居住品質，且曾經宿舍輔導人員勸導後仍無明顯改善者。
(10) Any other behavior that adversely affects public hygiene, peace, or safety, if the boarder refuses to change the behavior after receiving a warning. Affecting the quality of living of all students in the same room with poor personal hygiene, and there is no marked improvement after being exhorted by the dormitory counselor.
- (十一) 不配合宿舍自治會所訂定之宿舍公約細則，經勸導無效者。
(11) Violating any regulations established by the Dorm Self-Government Association.

三、凡有以下行為者，扣五點：

Violations result in 5 penalty points:

宿舍周邊腳踏車違規停放，造成別人停車的困擾，影響校園綠化優化者。

People who illegally park the bike around the dorm, causing parking problems for others and influencing the greening of the campus, will be considered as violation.

第二十五條

Article 25

- 一、 違規記點數累積未逾十點者，仍可提出住宿申請，但累積點數列入爾後每學年併計之。

1. Boarders who have accumulated fewer than 10 violations points can still apply for dorm accommodation. However, violation points will continue to be accumulated throughout the following school years.

二、 違規記點數累積達十五點(含)以上，取消下學期住宿權，一年內不得提出住宿申請。

2. Boarders who accumulate 15 or more violation points will lose the right to continue to stay in the dorm in the next semester (to complete the usual one-year residence period), and will not be allowed to apply for dorm accommodation for a period of one year after being required to move out.

三、 違規記點數累積達二十(含)點以上，勒令退宿，且就學期間不得提出住宿申請。

3. Boarders who accumulate 20 or more violation points will be expelled from the dorm and will lose the right to apply for the staying in a dorm while enrolling at NTUST.

第拾壹章 宿舍安全

Chapter 11. Dorm Security

第二十六條

宿舍門禁由保全公司負責執行，住宿生憑學生證刷卡出入。

Article 26

The security company will be in charge of implementing the dorm curfew. Boarders shall use their student ID card to enter/go out of the dorms.

第二十七條

凡施工維修人員、訪客家屬均須至宿管中心登記，並穿著黃色背心後，由保全人員陪同始得進入宿舍各樓層。

Article 27

Both maintenance staff and visitors shall register in the Dorm Management Center and wear yellow vests, and they shall enter the dorms accompanied by security guards.

第二十八條

每學期協調總務處檢查消防器材、電源、鍋爐、飲水、電梯及各樓層逃生等設備，以維宿舍安全。

Article 28

In order to maintain the security of the dorms, every semester the Office of General Affairs will inspect fire fighting equipment, power sources, boilers, drinking fountains, elevators, and emergency escape equipment on every floor.

第二十九條

每學年住宿生須配合學務處參加消防及逃生演練乙次。

Article 29

Boarders must attend the fire and disaster evacuation drill held by the Office of Students Affairs once each academic year.

第拾貳章 一般規定

Chapter 12. General Regulations

第三十條

寒、暑假期間封閉之宿舍及寢室，除宿舍輔導管理人員及檢修者外，任何人不得擅自進入。

Article 30

Except for the dorm administrative or maintenance staff, no one is allowed to enter dorms or rooms that have been closed down during the winter and summer vacations.

第三十一條

住宿生進住宿舍後，對所分配使用之公物負有保管之責，若有損壞或遺失，應照價賠償。

Article 31

Boarders shall take good care of public equipment and facilities. If there is any damage or loss caused by boarders during their stay in the dorm, the boarders shall compensate for the damage or loss according to the cost determined by the university.

第三十二條

公物損壞或因老舊故障，請至宿管中心填寫修繕表報修。

Article 32

Please report any damage or breakdown found in the rooms or dorm equipment, as well as facilities by filling out a maintenance and repairs report form at the counter of the Dorm Management Center.

第三十三條

學務處各宿舍輔導人員得會同宿舍自治幹部、宿管人員或有關單位，對宿舍進行安全、衛生及第拾章所列事項等檢查。

Article 33

The dorm guidance personnel of the Office of Student Affairs along with the officers of the Dorm Self-Government Association and dorm administrative personnel shall conduct inspections of dorm security, sanitation, and adherence

to the dormitory rules set out in Chapter 10.

第三十四條

本管理辦法一體適用於僑生、外籍生、交換生、訪問生。

Article 34

These regulations also apply to overseas Chinese students, international students, exchange students and visiting students.

第拾參章 附則

Chapter 13. Addendum

第三十五條

每學年學生宿舍收費標準、申請資格及床位分配優先順序，應提行政會議，餘條文提宿舍管理委員會會議，呈校長核定後實施，修正時亦同。

Article 35

The accommodation fee, eligibility criteria and bed allocation priorities of the student dormitories for each academic year shall be submitted to the administrative conference. While the remaining articles shall be submitted to the Dormitory Management Committee and the president for approval before implementation. The same will be true for all future amendments.