

中國醫藥大學台中學生宿舍輔導辦法

Dormitory Guidelines for China Medical University (Taichung Campuses)

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第一條 為輔導學生住宿之申請、分配、進住、退宿，生活輔導及寢室內務等事宜，藉以養成學生良好生活習慣及高尚品德，特訂定本辦法。

These guidelines are set to maintain the processing of student dormitory application, allocation, check-in, check-out, life guidance, and other dormitory affairs of CMU Taichung campuses.

第二條 組織及職掌：

- 一、學務處軍訓暨生活輔導組(以下簡稱軍輔組)綜理各項學生宿舍之管理、生活輔導與考核。
- 二、學生宿舍置輔導教官，輔導員，學生幹部及儲備幹部若干名，承學務處軍輔組指導，管制並執行下列事項：
 - (一)宿舍計畫訂(修)與執行。
 - (二)宿舍門禁管制與內部管理。
 - (三)宿舍床位分配與異動調整。
 - (四)宿舍安全防護演練與執行。
 - (五)宿舍財產保管與維護檢修。
 - (六)宿舍預算編列與支用。
 - (七)營造宿舍文化與活動。
 - (八)宿舍幹部甄選、任免與獎懲。
 - (九)宿舍緊急事件處理與調度。
 - (十)有關宿舍其他臨時交辦事項。
- 三、為規範學生宿舍生活、推行宿舍自治，由軍輔組甄選住宿生擔任學生宿舍自治幹部，其組織要點另訂之。

Organization and responsibilities:

1. The Office of Student Affairs - Military Education, Guidance and Counseling Division (hereinafter referred to as the Military Education, Guidance and Counseling Division) handles the affairs of management, guidance, and assessments of the dormitory.
2. The staffs in the student dormitory includes instructors, counselors, student members, and several management trainees. The staffs are under the guidance of the Military Education,

Guidance and Counseling Division, and implement the following affairs:

- (1) Establish (revise) and implement the dormitory regulations.
 - (2) Dormitory access control and internal management.
 - (3) Allocation and adjustment of the beds.
 - (4) Dormitory safety protection.
 - (5) Keep and maintain the dormitory property.
 - (6) Manage the dormitory budget.
 - (7) Establish dormitory culture and activities.
 - (8) Selection, appointment, rewards and punishments of the student self-government association.
 - (9) Handle the emergency affairs in the dormitory.
 - (10) Other temporary dormitory affairs.
3. To set out dormitory living regulation and promote autonomy, the Military Education, Guidance and Counseling Division will select student residents in the dormitory to form a self-government association. The regulations of the self-government association are set out separately.

第三條 申請及核配：

一、申請資格及原則：學生申請住校依下列優先順序行之。

- (一)大學部學生持有戶籍所在地(鄉鎮市區)公所以上單位開立之低收入戶、中低收入戶、身心障礙證明(手冊)或經我國駐外單位認證之外國政府所發身心障礙證明，並經軍輔組或資源教室審核通過者。
- (二)公費生、外籍學生、僑生、陸生、原住民生、外離島生之一年級新生。
- (三)大考中心分發設籍台中市(不含和平區)、彰化縣以外之一年級新生。
- (四)學年度考核評選績優之宿舍幹部。
- (五)大考中心分發設籍台中市、彰化縣以內之一年級新生。
- (六)經學務處審核未符合申請資格(一)之經濟不利學生。
- (七)大學部二年級以上公費生、外籍學生、僑生、陸生、原住民生、外離島生，及設籍台中市(不含和平區)、彰化縣以外之學生。此二類學生分別以 2:1 之比例分配床位。
- (八)凡因見習、實習之大學部學生，不列入住宿生登記資格。
- (九)曾違反住宿規則經行政處分者，取消住宿申請資格。

二、住宿核配：

- (一)合於申請資格第(一)、(二)、(三)、(四)、(五)、(六)項目者，得優先保留名額或抽籤。
- (二)合於申請資格第(七)項目者，按床位餘額，公開抽籤依序遞補位，以符公平原則。

- (三)身障床位分配以肢障者及一年級新生優先，不足分配時以抽籤決定之。
- (四)宿舍進住前需繳納保證金，並保證遵守宿舍相關規定，參加宿舍事務及活動。
- (五)住宿以一學年度為限，期間不得任意退宿，若因個人因素無法留宿，當事人自願放棄退款之權利。

Application and allocation:

1. Application qualifications and principles: Students applying the dormitory will be allocated with the following order of priority.

- (1) Undergraduate students who hold low income or mid-low income household identification, disability identification, or disability identification issued by foreign governments approved by Taiwan overseas offices, and have been reviewed by the Military Education, Guidance and Counseling Division.
- (2) Freshmen who are government-funded students, international students, overseas Chinese students, Mainland China students, aboriginal students, and students from outlying island.
- (3) Freshmen with household registration outside Taichung City (excluding Heping District) and Changhua County.
- (4) Students who are selected as excellent self-government association members.
- (5) Freshmen with household registration in Taichung City and Changhua County.
- (6) Economically disadvantaged students who do not meet the qualifications of (1).
- (7) Students of second-year and above who are government-funded students, international students, overseas Chinese students, Mainland China students, aboriginal students, and students from outlying island.
Students of second-year and above with household registration outside Taichung City (excluding Heping District) and Changhua County.
The above two types of students will be allocated beds in a ratio of 2:1.
- (8) Undergraduate students who are trainees or interns are not eligible to apply.
- (9) Students who have violated the dormitory regulations and have received administration punishments are not eligible to apply.

2. Allocation:

- (1) Students who meet the qualification of the above (1), (2), (3), (4), (5) and (6) will be given the priority to reserve a bed or draw lots.
- (2) According to the remaining number of beds, students who meet the qualification of the above (7) will be filled in by the order of drawing lots.
- (3) Disabled students with moving functional limitation and freshmen disabled students are

given priority in the beds for disabled students. If the number of beds is insufficient, the allocation will be decided by the order of drawing lots.

- (4) Students shall pay a deposit before check-in, and commit to abide the dormitory regulations and participate in dormitory affairs and activities.
- (5) The accommodation period is one academic year, and students are not allowed to check-out early. If the student check-out due to personal reasons, it will be deemed as voluntarily waive the refund.

第四條 進住及退離舍：

一、學期住宿期間：

- (一)第一學期：於註冊日當週週日及前一日(週六)開放進住。
- (二)第二學期：於開學日當週週日及前一日(週六)開放進住。
- (三)住校生並應於開學日後三天內完成進住；學期結束，均應辦理離舍手續。
 1. 進住登記、住宿序號抽籤作業均採上網公告及公開方式實施。
 2. 學期中申請獲准進住宿舍者，依學校規定標準繳交住宿費。
 3. 住校生因休學、退學、轉學、畢業等因素，均應辦理退舍手續。
 4. 住宿生辦理退離舍，應將寢室整理清潔，點清寢室物品，繳回離舍手續單，始得離校，並經洽輔導員及自治幹部確認及測試合格後，始可退還保證金。寢室物品如有人為之損壞或遺失，依規定賠償。
 5. 逾學期三分之二辦理退舍者，不退住宿費，餘按學校退費標準辦理。
 6. 寒暑假期間辦理退離舍及借住，實施要點另訂之。

Check-in and check-out:

1. Accommodation period of the semester:
 - (1) Fall semester: check-in will be available on the Sunday of the registration week and the day before (Saturday).
 - (2) Spring semester: check-in will be available on the Sunday of the registration week and the day before (Saturday).
 - (3) Students shall complete the check-in within three days after the courses begin. When the semester ends, students shall complete the check-out procedure.
 - i. Students' registration and the drawing lots of the room number will be announced online.
 - ii. Students who apply to live in the dormitory during the middle of the semester shall pay the fee according to the regulation stipulated by the University.
 - iii. Students shall check-out from the dormitory if suspend, withdraw, transfer, or graduate from the University.

- iv. Students shall clean up the room, make sure there are no loss of furniture and facilities, and return the check-out form before leaving. The deposit will be returned after the confirmation from the dormitory counselor or the student self-government association member. If furniture and facilities are damaged or loss, students shall make compensation in accordance with the regulations.
- v. If the student check-out after two-thirds of the semester, the accommodation fee will not be refunded. The rest of the fees will be handled in accordance with the University's refund regulations.
- vi. The regulations for the accommodation and check-out during winter and summer vacation will be stipulated separately.

第五條 宿舍規則：

- 一、不得私自頂讓或調換床位，禁止打麻將、抽菸、喝酒、賭博及養寵物。
- 二、維護環境整潔，公共區域及寢室門口不得置放垃圾或鞋(架)物。
- 三、尊重性別平等，未經管理幹部同意，不得隨意進入異性宿舍及寢室。
- 四、嚴格門禁管制，非住宿人員未經管理幹部同意，不得帶入宿舍及寢室。
- 五、維護住宿安全，宿舍不得存放違禁或危險物品。
- 六、維護用電安全，宿舍不得私用電器用品及炊煮食物。
- 七、保持宿舍安寧，請勿大聲喧嘩。每日零時~0700 時，停止洗衣及使用洗(烘)衣機及脫水機。
- 八、個人物品，妥善存管，若不慎遺失，宿舍不負賠償之責。偷竊行為一經查獲，照價賠償、通報家長、責令退宿，並須按校規及宿舍輔導辦法議處。
- 九、宿舍內公物設置應愛護使用與保管，如有破壞情形，除飭令照價賠償外，並視事態輕重檢討議處。
- 十、公共空間公物請愛護使用，切勿擅自攜出；冰箱內非個人食物，切勿擅自取用，違者依校規議處。
- 十一、凡有違反住宿規定經行政處份者，取消入宿申請資格。
- 十二、住宿生一學年中有義務參加宿舍服務 2 小時，並須參加宿舍文化活動、寢室長會議、宿舍座談會、安全教育及逃生演練等，無故拒參加者取消住宿資格。

Dormitory regulations:

1. Giving away or exchanging beds without approval are not allowed. Playing mahjong, smoking, drinking, gambling and keeping pets are prohibited.
2. Keep the environment clean. No garbage or shoes (shelves) can be placed in public areas and the hallways.
3. Respect gender equality. It is not allowed to enter the rooms of the opposite sex without

- permission.
4. Access control will be implemented. Non-residents are not allowed to enter the dormitory without permission.
 5. To maintain the safety, keeping prohibited or dangerous items are not allowed.
 6. To maintain the safety of electric use, private use of electrical appliances and cooking is not allowed
 7. Keep the dormitory quiet and do not make loud noise. From 0:00-7:00am every day, please do not do laundry and use washing (drying) machine and dehydrators.
 8. Take care of your personal belongings. The dormitory will be not responsible for compensation if lost. If committing theft is found, compensation shall be made according the value of the item, the student will be expelled from the dormitory and the University will notify the parents. Punishment will be implemented in accordance with the school regulations.
 9. Use the public property with care. If there is any damage, in addition to compensation according to the value, punishment will be implemented depending on the situation.
 10. Use the property and facilities in public spaces with care and do not take it away without permission. Do not take food that is not yours in the refrigerator. Violators will receive punishment in accordance with the school regulations.
 11. Students who have violated the accommodation regulations and received punishment will be disqualified from applying for accommodation.
 12. Dormitory residents are obliged to participate in dormitory services for 2 hours in each academic year, and must participate in activities such as cultural activities, dormitory meetings, safety education, escape drills, etc. Those who refuse to participate without reason will be disqualified from applying for accommodation.

第六條 住宿學生獎懲規定：

- 一、合於下列情形之一者，依本校「學生獎懲辦法」獎勵。
 - (一)執行各項勤務特別努力者。
 - (二)內務特優者。
 - (三)敦品勵學，遵守宿舍各項規則而有特殊表現者。
 - (四)自動為公服務著有績效者。
 - (五)其他合於記嘉獎者。
 - (六)檢舉不良份子有事實根據者。
 - (七)維護公共安全有優良事實表現者。
 - (八)熱心公益有具體事實表現者。
 - (九)擔任宿舍幹部表現優異者。

- (十)維護團體榮譽有特殊表現者。
- (十一)檢舉重大不法行為而經破案者。
- (十二)執行公共勤務或比賽，為團隊爭光者。
- (十三)破獲竊盜案件者。

二、合於下列情形之一者，取消住宿資格並依本校「學生獎懲辦法」懲處。

- (一)執行(服務)公共勤務不力者。
- (二)損壞公物或影響公共秩序者。
- (三)違反寢室規則，情節輕微者。
- (四)垃圾未進行分類、亂置垃圾者。
- (五)無故未參加宿舍安全教育、會議或相關活動者。
- (六)未配合整潔競賽者，如經勸告而不改進者加重處分。
- (七)宿舍炊煮食物或使用禁用電器影響安全者。
- (八)拒服公共勤務者。
- (九)擅自搬動床位者。
- (十)擔任宿舍幹部工作不力者。
- (十一)擅自留宿外客或讓異性進入寢室(或擅入異性寢室者)。
- (十二)破壞公物者。
- (十三)未經許可擅自取用他人物品。
- (十四)欺凌同學情節輕微者。
- (十五)寢室內吸菸、亂丟菸蒂破壞整潔者。
- (十六)寒暑假住宿未按規定繳交住宿費者。
- (十七)違反寢室規則，經規勸未見改善、情節較重者。
- (十八)垃圾未進行分類、未丟置於指定位置，經規勸未見改善、情節較重者。
- (十九)屢次無故未參加宿舍安全教育、會議或相關活動者。
- (二十)在宿舍施放煙火者。
- (二十一)在宿舍賭博者。
- (二十二)挑撥是非引起重大事件者。
- (二十三)竊取他人財物情節輕微者。
- (二十四)故意破壞公物情節輕微者(如情節重大者，除飭令照價賠償外，並送學務會議，議處之)。
- (二十五)宿舍內私存危險物品，而致影響他人安全者。
- (二十六)妨害宿舍師長執行公務者。
- (二十七)吸食或注射足以妨害身心藥物者。
- (二十八)違反寢室規則，屢次規勸未見改善、情節嚴重者。

(二十九)擅自留宿外客者或異性者。

住校學生犯規事實，超過以上所列之獎懲規定範圍，得由軍輔組提案，經學務處組長會議議決後取消住宿資格並依本校「學生獎懲辦法」進行議處。

Reward and penalty regulation for dormitory residents:

1. Residents who meet the following conditions will be rewarded according to the University's "Student Reward and Penalty Regulation".
 - (1) Excellent performance in performing duties.
 - (2) Excellent performance in dormitory affairs.
 - (3) Abide by the dormitory rules with special performances.
 - (4) Serve the public with excellent performance.
 - (5) Those who are awarded commendations (merit points).
 - (6) Report bad acts with evidence.
 - (7) Maintain public safety with excellent performance.
 - (8) Serve for public affairs with excellent performance.
 - (9) Excellent performance as the dormitory self-government association members.
 - (10) Excellent performance in maintaining group honor.
 - (11) Report major illegal acts and help solve the case.
 - (12) Excellent performance in public duties or competitions.
 - (13) Solve theft cases.
2. Residents who meet the following conditions will be expelled from the dormitory and be penalized according to the University's "Student Reward and Penalty Regulation".
 - (1) Fail to serve public duties.
 - (2) Damage public property or affect public orders.
 - (3) Violate the dormitory regulations with minor circumstances.
 - (4) Those who didn't sort the garbage and litter.
 - (5) Fail to participate in dormitory safety education, meetings, and other activities without reason.
 - (6) Those who do not cooperate with cleaning and do not make improvement after persuasion.
 - (7) Cook or use prohibited electrical appliance that cause danger to the dormitory safety.
 - (8) Refuse to perform public service.
 - (9) Move the bed without permission.
 - (10) Fail to perform the duties as dormitory self-government association members.
 - (11) Bring non-residents or opposite sex into the dormitory (or enter the dormitory of the opposite sex) without permission.

- (12) Destroy public property.
- (13) Take other residents' belongings without permission.
- (14) Bully classmates with minor circumstances.
- (15) Smoke in the dormitory and throw cigarette butts.
- (16) Residents during winter and summer vacation but fail to pay the accommodation fees in accordance with the University regulations.
- (17) Violate the dormitory regulations with major circumstances and do not make improvement after persuasion.
- (18) Those who didn't sort the garbage and litter with major circumstances and do not make improvement after persuasion.
- (19) Fail to participate in dormitory safety education, meetings, and other activities for many times without reason.
- (20) Set off fireworks in the dormitory.
- (21) Gamble in the dormitory.
- (22) Incite quarrels and cause major incidents.
- (23) Commit theft with minor circumstances.
- (24) Destroy public property intentionally with minor circumstances. (Those with major circumstances shall make compensation according to the value of the property, and punishment will be made according to the University's Student Affairs Meeting.)
- (25) Keep dangerous items in the dormitory that cause danger to the safety of others.
- (26) Interfere dormitory staffs from performing duties.
- (27) Take or inject harmful drugs.
- (28) Violate the dormitory regulations with serious cases and do not make improvement after persuasion.
- (29) Bring non-residents or opposite sex into the dormitory to stay overnight without permission.

If a student violates the regulation that is beyond the reward and punishment listed above, the Military Education, Guidance and Counseling Division may propose the case to the head meeting of Office of Student Affairs, and make reward and punishment according to the University's "Student Reward and Penalty Regulation".

第七條 學生宿舍無門禁時間，學生採自主管理，憑學生證感應管制進出，住宿生若為新生則應於領取臨時卡片時繳交保證金(領取學生證後退還)，並遵守憑卡管制各項措施，學生宿舍門禁刷卡管制，實施要點另訂之。

Residents use their student ID card to enter and exit the dormitory, there is no access control time.

Freshmen students shall pay a deposit to get a temporary card (deposit will be returned after obtained student ID card). Residents shall abide by the measures for card control. The regulations for the card access control will be stipulated separately.

第八條 各寢室為插卡式冷氣空調，需自費儲值始能使用。

The rooms are equipped with air conditioner with deposit card, which can be used only after charging the card at your own expense.

第九條 為提昇並維持宿舍環境衛生，住宿生應配合實施清掃並做好垃圾分類，整潔競賽相關活動，依年度活動計畫辦理。

To improve and maintain the dormitory environment, residents shall cooperate with cleaning and sorting garbage. Cleaning related activities and competitions will be held according to the annual activity plan.

第十條 為維護全體住宿學生安全，應配合新生定向校園安全課程，同時辦理疏散演習及安全教育，實施要點另訂之。

To maintain the safety of all dormitory residents, students shall participate in freshman orientation and campus safety courses, evacuation drills, and safety education. The regulations will be stipulated separately.

第十一條 學生宿舍網路之使用及管理，實施要點另訂之。

The regulations for the internet use and management in the dormitory will be stipulated separately.

第十二條 本辦法經學生事務會議及行政會議通過，陳校長核定後公布實施，修正時亦同。

These regulations are subject to review and amendment by the Student Affairs Meeting, approved by the Administrative Meeting and announced by President of China Medical University. Further modification of the regulations follows the same process.

Where any discrepancy arises between the English translation and the original Chinese version, the Chinese version shall prevail.