

# 元智大學住宿生活須知

## 管理篇

- 門禁時間：全天候實施門禁，請隨身攜帶學生證刷卡進出宿舍。
- 交誼廳使用時間：08:00~23:00。
- 熱水供應時間：18:00~24:00（時間若調整另行公佈），此外男女一舍1樓24小時供應熱水，男女二舍3-10樓公共浴室24:00~07:00供應熱水。
- 洗衣間各項設備使用時間：07:00~24:00（用畢即取走，勿影響他人使用）。
- 使用宿網請遵守智慧財產權相關法律規定，不得有違反本校網路使用規範情事。

## 會客篇

- 凡親友、同學來訪，可於1樓交誼廳接待，若欲進入住宿區，須至櫃台填寫登記（異性除外），被會客者應提醒來客於22:00以前離開。
- 嚴禁接待非住宿生及異性入(住)宿，違者以退宿議處。

## 修繕篇

- 設施損壞請上個人Portal住宿修繕系統申報維修，過失損壞照價賠償，故意損壞依校規議處。
- 宿舍網路發生問題請至櫃台登記。
- 修繕時間：維修廠商 / 週一至週五8:00~17:00；網管、輔導員簡易維修 / 週一至週五16:00起，凡申報維修者應於當晚留守寢室等候修繕。

## 生活篇

- 平日應注意寢室安寧，勿喧嘩、大聲談話聊天、音響音量過大等影響他人情事；宿舍內嚴禁吸菸、喝酒、打麻將及賭博行為發生。
- 請保持公共區域清潔，勿擺放個人物品造成長時間佔據，閱覽室內禁止飲食。
- 配合節能政策，節約用電用水；燈火、冷氣、電腦不使用請隨手關閉。
- 宿舍網路、大燈、熱水使用等相關措施，將於24:00進行管制。
- 夜間請保持宿舍安寧，夜巡人員每日23:00~01:00實施巡邏，若發現違規者，將視情況扣點。
- 團體生活中應尊重他人生活作習、寢室內環境整潔與個人衛生習慣，彼此間應互相配合、砥礪，以達到和諧相處目的。

## 安全篇

- 注意用電安全；外出、就寢時請鎖門，金錢及證件應妥善保管。
- 火警、地震發生時不驚慌，請遵從宿舍逃生避難路線疏散，嚴禁搭乘電梯以策安全。
- 傷病時告知室友或樓長，請求協助通報櫃台輔導員或值班教官協處，勿拖延而影響病情。
- 嚴禁在宿舍、寢室內存放違禁品（如酒精類飲品、賭具、瓦斯爐、化學或易燃等物品）。
- 遇到任何危安事件，可直接撥教官24小時值班電話：03-4553698。

## 其他篇

- 住宿學生應密切了解宿舍管理、生活扣點、宿舍網路使用規範與生活須知等規定，並隨時閱覽公布欄與宿舍網頁公告。
- 放棄床位須依規定至宿服組辦理相關手續，未辦理者視同續住，且不退住宿費及保證金。
- 未繳納住宿相關費用者取消次兩學期住宿資格。
- 退宿後房間內遺留物品視同廢棄物處理，不得異議。
- 宿舍各類問題，可向各層樓長或宿舍1樓櫃檯輔導員(樓長)反應。
- 櫃台聯絡方式：元智大學03-463-8800 分機2881(男舍)、2882(女舍)
- 宿舍地址：32005桃園市中壢區遠東路135號(個人郵件請加註宿舍別及房號)。

為維持學生宿舍之生活品質，凡有影響他人生活、妨礙秩序及造成安全疑慮之行為，採違規扣點方式處理（以最新公告辦法為準）：

## 扣5點

- 在宿舍區內大肆喧譁、爭吵。
- 在宿舍走廊隨意置放物品，經勸導仍不改善，影響宿舍環境整潔。
- 影響宿舍之公共衛生及生活品質，經勸導仍不改善。
- 任意更動固定電源設備及增設電器設備。
- 擅自撕毀、張貼公告。
- 違反宿舍各項生活公約。
- 每學期借用房門鑰匙次數超過2次，第3次起每超過1次扣5點。

## 扣10點

- 扣5點違規行為經宿舍輔導員或宿自會幹部制止，未於期限內改善者。
- 在宿舍及寢室內存放違禁品（如酒精類飲品、賭具、瓦斯爐、化學或易燃等物品）；禁止於宿舍內使用吹風機、電風扇、手機用品、檯燈、電腦及電腦週邊設備以外之電器用品，如查獲相關違禁品及違規電器，由宿服組保管至學期末始得發還。
- 寢室內私自炊膳(男一舍2F、女一舍9F均設有簡易廚房，可至櫃台洽借)。
- 私自將學生證(或臨時磁卡)借與他人使用。
- 在宿舍內飼養動(寵)物。
- 在宿舍區內飲酒。

## 扣15點

- 蓄意破壞公物、設備或未經核准攜出公物、設備及占為己用。
- 違反規定不聽輔導糾正，且公然違抗之行為。
- 清晨6時至夜間22時，未經宿舍管理員核准接待同學或他人(含所有當事學生)。
- 私自調換床位、占用空床位及退宿後未將床位上個人物品清空。
- 在宿舍區內吸菸。

## 扣25點

- 在宿舍內毆鬥、打麻將、賭博、飲酒滋事、吸毒、未經許可取用他人物品、招待異性入宿或其他不正當之行為。
- 夜間22時至清晨6時，未經宿舍輔導員核准接待同學或他人者(含所有當事學生)。
- 將床位轉讓他人。
- 在宿舍內架設任何型態之主機伺服器(作業系統不在此限)，傳遞非法或違反學術網路使用規範。
- 私自偽造學生證(或臨時磁卡)，或故意損毀刷卡裝備。

## 附記

- 扣點由宿自會幹部或宿舍輔導員執行，宿服組審核後，經幹部大會決議並簽請學務長核可，將違規情事公告。扣點採學期累計方式計算，扣滿15點以上者，除書面警告外並通知家長或監護人，且取消次兩學期住宿資格，扣滿25點者，勒令退宿。
- 一次扣15點者，取消次兩學期的住宿資格，且不退還已繳之保證金，保證金已扣抵下學期住宿費時須追繳。
- 一次扣25點者勒令退宿，並取消次兩學期的住宿資格，且不退還已繳之保證金，保證金已扣抵下學期住宿費時須追繳，得依本校學生紀律規範與處理程序實施辦法辦理。
- 扣點事實發生於床位分配作業結束後，已獲床位者，校方得取消其住宿資格。

## Dormitory Management

- Curfew time: Curfew time will be implemented all day. Residents have to use their student ID cards during a curfew to enter the dormitory.
- Student Lounge opening hours: 08:00~23:00.
- Hot water for shower: 18:00~24:00 (Any change will be announced in advance). **Hot water is provided all the time on the first floor of 1<sup>st</sup> Male and 1<sup>st</sup> Female Dorms; for 2<sup>nd</sup> male and 2<sup>nd</sup> female dormitory 3<sup>rd</sup> to 10<sup>th</sup> floor, hot water is provided in the public bathroom from 24:00~07:00.**
- Equipment in the Laundry Room is accessible from 07:00 till 24:00. Please take away your clothing once it's done.
- Please respect the Intellectual Property Rights and do not commit any internet-related regulations when using the dormitory internet.

## Receiving Visitors

- Visiting relatives or friends can be received at the lounge on the first floor of the dorm. To enter the living area of the dorm, visitors have to register at the counter (see below for the visitors of the opposite gender). Visitors should leave before 22:00.
- Non-dormitory residents or visitors of the opposite gender are strictly prohibited to live or stay in the dorm. Violators will face expulsion from the dormitory.

## Repairs

- Please enter your personal portal to register the repair items. People responsible for the damage will have to pay for the repair or replacement costs. Students intentionally damaging the facility will be punished according to the University's regulations.
- Register at the main counter for internet related problems in the dorm.
- Time to repair: Technicians from companies: Mon.-Fri., 08:00~17:00; Internet administrators or dorm staffs: Mon.~Fri., starting from 16:00. The students who request for repair should wait in the room for the service.

## Lifestyle

- Don't affect others in the room; be quiet, no noise, no loud-talking and turn down your radio. Smoking, drinking alcoholic beverages, playing mahjong and gambling are strictly forbidden.
- Keep the public area clean. Do not put your personal items too long in the study room. Do not eat and drink in the study room.
- Conserve electricity and water. Turn off the lights, air-conditioners and computers when not in use.
- To provide a healthy lifestyle, the internet, main lighting, and hot water for showering will be shut off at 24:00 every day.
- Night patrols: 23:00~01:00. Please remain quiet at night. Penalty points will be recorded for violators.
- Respect the privacy of roommates and be aware of environmental and personal hygiene. Work well each other so as to get along well with roommates.

## Safety

- Be careful when using electronic appliances. Lock the door when leaving the room and keep your money, valuables, and important documents safe.
- Be familiar with the escape routes. Do not take the lift during fire, earthquake and calmly take the stairs.
- Inform the roommates or the senior of the floor when you are sick or wounded. The Senior of the floor should inform the staff to prevent the problem from getting worse.
- Illegal items, such as alcoholic beverages, gambling items, gas canisters, chemicals and inflammable items are strictly forbidden kept in the dorm.

## Others

- Dorm residents should be familiar with the dorm rules and regulations, and read announcements on the bulletin boards or on the webpages.
- Students who do not wish to stay in the dorm should go to Student Housing Service Section to apply for related application before the announced deadline, or else once the fee has incurred, it will be NON-REFUNDABLE**
- Whoever does not pay for the dormitory fee will be cancelled the bed for the next two semesters.**
- After checking out, any personal items left behind will be disposed and any petition for returning or compensation for the items is not allowed.**
- Report problems to the senior of the floor or the staffs at the counter of the first floor.
- Phone number of the main counters: 03-463-8800 ext: 2881 (Male Dorm), 2882 (Female Dorm)
- Dormitory address: No. 135, Yuandong Rd, Zhongli District, Taoyuan City, Taiwan 320 (Indicate the dorm building and room number for personal mails).

# Dormitory Rules and Regulations

To provide a better environment, whoever violates the rules and regulations will receive penalty points. Please see below. (Any changes will be further announced)

5  
points

- Placing objects on the hallways, affecting the cleanliness of the dorm, and ignoring the warnings.
- Affecting the public hygiene and the quality of life in the dorm and ignoring the warnings.
- Arbitrarily altering electric power facilities and using unauthorized electric appliances.
- Removing or posting announcements without permission.
- Violating dorm rules.
- Borrowing room keys for more than twice in a semester. Five (5) penalty points are recorded for each additional key borrowing.
- Quarrels or making loud noises in the dorm.

10  
points

- After receiving 5 penalty points, the students continue to ignore the warning given by dorm wardens, staffs, or the members from the Student Dormitory Committee.
- Keeping illegal items (e.g., alcoholic beverages, gambling items, gas canisters, chemicals or inflammable items etc.) in the dorm. Appliances except hair dryers, fans, cell phones, desk lamps, computers and peripherals are forbidden in the dorm, and they, once caught, will be in the custody of the Student Affairs Office until the end of the semester.
- Cooking in the dorm room. (There are simple kitchens on the second floor of male dorm and the ninth floor of female dom. You can register at the counter and borrow the key.)
- Lending the Student ID card (or the temporary access card) to others.
- Keeping pets in the dorm.
- Drinking alcoholic beverages in the dorm.

15  
points

- Intentionally damaging dorm facilities and equipment, or taking them out or **keeping them in possession without prior approval**.
- Ignoring warning given by dorm wardens or staffs when violating dorm rules or regulations.
- Receiving non-resident students or guests from 06:00~22:00 without prior approval by the dormitory management. (The guests, if YZU students, will receive penalty points too.)
- Exchanging the bed-space in the room without prior approval, **occupying others' beds, checking out the dorm without cleaning the bed**.
- Smoking in the dorm.

25  
points

- Fighting, playing mahjong, gambling, drinking alcohol, taking illegal substances, stealing, permit the opposite sex stay in the room or any other illegal acts in the dorm.
- Giving the bed-space in the room to a non-resident.
- Setting any type of server in the dorm (excluding operating systems) transmit illegal or violating the rules and regulations of Taiwan Academic Network (TANet).
- Forging a Student ID Card (or a temporal pass), or intentionally damaging the card scanner.
- Receiving non-resident students or guests from 22:00~06:00 without prior approval by the dormitory management. (The guests, if YZU students, will receive penalty points too.)

notes

- Penalty points are issued by members of the Student Dormitory Committee, wardens, or dorm staffs, and are announced publicly. Penalty points are accumulated throughout the academic year. Once receiving 15 penalty points, the student will be sent to the Student Appeal Review Committee. Besides posting the penalty and informing the student's parents or guardians, the committee will suspend the student's rights for living in the dorm for the next academic year. When receiving 25 penalty points, the student will be expelled from the dorm instantly. The Student Appeal Review Committee reserves the right to adjust the penalty based on the severity of the student's inappropriate behavior.
- He who receiving 15 penalty points at one time will lose the rights for living in the dorm next 2 semesters and not getting the deposit back. If deposit has been charged to the next semester, need to be recovered.
- He who receiving 25 penalty points at one time will move out from the dorm immediately, lose the rights for living in the dorm next 2 semesters, and not getting the deposit back. If deposit has been charged to the next semester, need to be recovered. Besides, students should be penalized by the students discipline and handling procedures for the implementation of procedures.
- If the student received penalty points after receiving a bed-space, the student's right for the bed-space may be suspended.