

明志科技大學  
Ming Chi University of  
Technology

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學生生活輔導管理作業辦法  
Guidelines for Management of Student  
Assistance

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# 學生生活輔導管理作業辦法

## Guidelines for Management of Student Assistance

96年06月13日校務會議制訂  
111年05月18日學生事務會議修訂通過

Established by the School Council Meeting on June 13, 2007.  
Amendment passed by the Student Affairs Meeting on May 18, 2022.

### 第一章 總則

#### Chapter I General Provisions

##### 一、目的

為針對學生成長過程中不同年齡階段性向發展之需要，調節適當之輔導措施，培養其明禮義、知廉恥、負責任、守紀律之美德，進而養成其迅速、確實、整齊、清潔之習慣，以期個人生活作息有規律，團體生活有秩序，使學生生活輔導有所遵循，訂定「學生生活輔導管理作業辦法」（以下簡稱本辦法）。

##### 1. Purpose/Objective.

With respect to the needs for aptitude development at different ages of students in the growth process, the “Guidelines for Student Assistance Management” (hereinafter called these “Guidelines”) are established to provide a reference for student assistance for regulating appropriate assistance measures to inculcate virtues including courtesy, justice, integrity, honor, responsibility, and discipline, and develop the habits of promptitude, reliability, tidiness, and cleanliness in students for them to maintain discipline in the daily life and order in group activities.

##### 二、適用對象

本校各學制學生（含延修生）。

##### 2. Applicability

These Guidelines shall apply to all MCUT students (including students with delayed graduation).

##### 三、輔導部門

(一)由導師、生活輔導組及軍訓室擔任學生生活輔導工作，專任教師、職員輔助之。

(二)宿舍由學生推選室長、樓長、宿舍長，住宿學生應配合宿舍委員會幹部、生活輔導組之指導。

##### 3. Assistance Department

(1) Class advisors, Student Assistance Division, and Military Training and Education Division shall take charge of student assistance (advising) work, while full-time academic staff and administrative staff shall provide assistance to these roles.

(2) At the student dormitories, students shall elect the room monitor, floor monitor, and dormitory monitor. Residential students shall cooperate with the instructions given by the members of the Dormitory Committee and the Student Assistance Division.

#### 四、輔導與管理之目標

(一)以禮義廉恥之道德規範，習之於衣、食、住、行的日常生活之中。

(二)養成清潔的習慣、勤勞樸實的生活、迅速確實的行動。

(三)以嚴謹謙恭、誠摯和平、實事求是、儉約清廉，作為待人、處世、接物的基本品德。

(四)增進自覺覺人、自立立人、自達達人，及自助助人的精神。

(五)養成飲食有節、起居有時、動靜有度，期使生活健康愉快。

(六)培養正確之衛生習慣，了解生理及心理之保健方法，並訓練其身心之適應能力。

#### 4. Targets of Assistance and Management

(1) Practice the Student Code of Conduct (SCoC) based on courtesy, justice, integrity, and honor in the daily life covering clothing, eating, housing, and transportation.

(2) Develop the habits of cleanliness, diligence and simplicity in life, and promptitude and reliability in response.

(3) Let prudence, modesty, sincerity, peace, pragmatism, frugality, and integrity be the basic moral elements of interpersonal skills.

(4) Boost the spirit of self-enlightenment and enlightening others, self-establishment and establishing others, self-actualization and actualizing others, and self-help and helping others.

(5) Develop the habit of moderate eating and drinking, timely awakening and resting, and no toil over absurdities to maintain a healthy and happy lifestyle.

(6) Develop correct sanitation habits, understand the methods to maintain physical and mental health, and train physical and mental adaptability.

#### 五、輔導人員之職責

##### (一) 生活輔導組職責

1. 推動生活輔導工作進行。
2. 協調輔導人員共同推動生活輔導。
3. 每學期舉行一～二次寢室室長會議。

4. 生活輔導組舉行生活輔導檢討會，檢討輔導工作之成敗得失，與特殊學生問題之研究，以為工作改進之依據。

(二) 教官職責

1. 協助舍監處理學生偶發事故。
2. 進行系、班與個別輔導。

(三) 舍監職責

1. 維持宿舍秩序；維護住宿安全及宿舍設備之完整。
2. 確實執行住宿規定，並要求學生遵守。
3. 住宿人事之管制；環境內務考核；學生請假之登記核備；提報獎懲建議。
4. 除核定假期、排休外，每日均在宿舍值勤。
5. 學生發生事故時，應迅速反映處理。
6. 輔導學生規律作息、正常起居。

(四) 學生自治幹部

設正副總隊長各一人、大隊長三人，秉承學校教育政策，領導、協調、督導各級幹部執行任務。新生隊長每班二人為原則。

1. 總隊長、大隊長、隊長之職責另訂於「學生自治幹部實施辦法」內。
2. 各班副班長兼任宿舍自治幹部，執行相關管理事務。

(五) 宿舍委員會設置宿舍正(副)舍長、樓長、室長，協助生活輔導組推展、處理宿舍相關事務。

5. Duty of Advisors/Counselors

(1) Duties of Student Assistance Division

- a. Implement daily life assistance.
- b. Coordinate student advisors/counselors to implement daily life assistance together.
- c. Hold 1 to 2 dormitory room monitor meetings each semester.
- d. Hold the daily life assistance review meetings to review the success and failure in assistance work and review special student problems for the reference of assistance improvement

(2) Duties of Military Training and Education Officers

- a. Assist dormitory wardens to handle student accidents and occurrences.
- b. Implement department, class, and individual counseling.

(3) Duties of Dormitory Wardens

- a. Maintain dormitory order: Maintain accommodation safety and the integrity of dormitory equipment.
- b. Unfailingly enforce dormitory regulations and request residential students of follow such regulations.



c. Control of residential students: Environmental and housekeeping evaluations, registration and recordation for approval of application for leave of students, and recommendation for rewards and disciplinary actions.

d. Dormitory wardens shall be on-duty every day, except for approved holidays and scheduled leave.

e. Make prompt responses and actions to student accidents and occurrences.

6. Guide students to maintain regular and normal awakening and resting.

(4) Student self-governance staff

The student governance body shall include one chief commander, one deputy chief commander, and three commanders to undertake the school's educational policies and direct, coordinate, and supervise all self-governance staff to carry out their missions. Two team leaders shall be arranged for each class of new students on principle.

a. The duties of the chief commander, commanders, and team leaders shall be stipulated in the "Guidelines for Student Self-Governance Staff".

b. The deputy monitor of each class shall be the dormitory self-governance staff member concurrently to carry out the relevant management affairs.

(5) The Dormitory Committee shall be seated by the dormitory monitor, deputy dormitory monitor, floor monitor, and room monitor to assist the Student Assistance Division to implement and handling dormitory-related affairs.

六、輔導工作執行

(一)各教官及導師應隨時輔導並考核學生生活優劣事實，以為評定操行之依據。

(二)各級輔導人員應實施學生個別談話，深入了解學生狀況，談話內容應予記錄。

(三)選定重點輔導對象，針對缺失作有計畫的輔導。

6. Implementation of Assistance

(1) Military training and education officers and class advisors shall provide counseling service for students and evaluate their credited and discredited facts in the daily life for the reference of conduct rating.

(2) Student advisors/counselors at all levels shall interview students individually to understand their status and condition in-depth. Records of all student interviews shall be maintained.

(3) Select featured counseling targets offer systemic assistance for defects.

## 第二章 住宿生活規定

## Chapter II Regulations for University Residential Life

### 一、住宿申請與分配：

(一)本校日間部四技部大一、二學生一律住校，惟大二學生若有特殊情況，得申請返家住宿，大三上學期及大四學生得申請住校，研究生、工讀生、延修生視宿舍空餘床數公告後才得申請住校，由生活輔導組負責管理及公告之，並填寫宿舍申請表。

(二)四技部大一、二學生及住宿獲得審核通過之同學，應先填寫住宿契約書(表號：A042070308)後，繳交至生活輔導組承辦人處憑辦，相關注意事項條文詳述於契約書上，請務必遵守。

(三)住宿床位由舍監協調生活輔導組承辦人統籌分配，男生寢室以安排住滿 4 人為原則，女生寢室以安排住滿 6 人為原則，若有特殊需求需另提出申請，經核准後始得變更，不得私自分配。

(四)每學期末，生活輔導組視新生進住、寢室修繕及節能、寒暑假留宿或班級人數異動等需要，得進行寢室床位調整。

(五)前述寢室床位調整事宜，生活輔導組須於一週前通知學生，學生須於指定期限內完成離宿檢查及搬遷。

(六)因身高超出床位長度不敷使用之學生，可於進住前向舍監登記，以利先行調整寢室床位，入住後才告知者，可由導師協同舍監及生活輔導組承辦人協助調整更換。

#### 1. Application for and Assignment of Student Dormitories

(1) Compulsory boarding shall be required for all years 1 and 2 students of the day school and four-year technical programs. However, Year 2 students may apply for living at home for special situations. Years 3 and 4 students may apply for university housing. Graduate students, internship students, and students with delayed graduation may apply for university housing when vacancies last as noticed. The Student Assistance Division shall take charge of the management and notification and fill in the Application for University Housing.

(2) Years 1 and 2 students and students approved for university housing of four-year technical programs shall first fill in the Student Housing Agreement (Form: A042070308) and submit it to the case officer of the Student Assistance Division to handle the procedures. Residential students shall abide by all the points for notice stipulated in the Agreement.

(3) Beds shall be assigned centrally by the wardens in coordination with the Student Assistance Division. The dormitory room capacity shall be 4 persons each for boys and 6 persons each for girls. Separate applications shall be made for special needs. Re-assignment shall only be made with permission.

(4) At the end of each semester, the Student Assistance Division may make room/bed adjustments based on the number of new students, the need for room repair and energy conservation, summer and winter housing, or changes in the student number of classes.

(5) The Student Assistance Division shall notify students of the room and/or bed adjustments in the preceding paragraph one week in advance. Students shall complete the withdrawal inspection and relocation by the designated time-limit.

(6) When beds are too short for taller students, such students may register to the wardens to prioritize the bed adjustment for them. Taller students applying for a bed change after check-in may contact the student advisor to make adjustment in coordination with the warden and case officer of the Student Assistance Division.

## 二、進住、離宿及退宿規定：

(一)學生經生活輔導組分配寢室床位後，應於規定時限內至舍監室領取鑰匙辦理入住。

(二)生活輔導組基於宿舍管理需要，得視情況調整住宿學生之寢室床位。凡未經許可擅自更換床位者，舍監得提報懲處，以進行後續追蹤輔導。

(三)住宿費依本校收費標準繳交，寒暑假住宿費另計。

(四)住宿學生應於寒、暑假宿舍關閉前，配合生活輔導組之規定將寢室全面淨空，以利宿舍進行修繕、消毒等工作。

(五)住宿學生因畢業、轉學、休學、退學或勒令退宿者，須立即辦理退宿手續，繳回鑰匙並完成離宿檢查，始能遷出宿舍。

## 2. Regulations for Check-in, Withdrawal, and Check-out

(1) After room/bed assignment by the Student Assistance Division, students shall collect the keys and complete the check-in procedures at the warden.

(2) For the need of dormitory management, the Student Assistance Division may adjust the room/bed of students as necessary. The warden may report any unpermitted room/bed change for disciplinary action to facilitate follow-up and counseling.

(3) The dormitory rent shall be charged according to the MCUT's dormitory rates. The rent for winter and summer housing shall be charged separately.

(4) Before dormitory closing for the winter and summer breaks, residential students shall vacate the dormitory rooms according to the Student Assistance Division's instructions to facilitate dormitory repair, disinfection, and other work.

(5) Residential students who must immediately complete the check-out procedure due to graduation, school transfer, gap (suspension), withdrawal, to compulsory check-out shall return the keys and complete the withdrawal inspection prior to moving out of the dormitory.

三、寒、暑假住宿規定：

(一)寒暑假程以本校教務處所公告之各班級行事曆為依據。

(二)寒假期間不實施離宿淨空，惟學生年假返家前應做好水電管制檢查。

(三)畢業生離宿期限，應自畢業典禮結束後一週內完成離宿檢查並繳交鑰匙至舍監處，相關期程依生活輔導組公告為準。

(四)學五舍暑期期間一律淨空，以利安排修繕及公共空間整建工作，其餘各舍依生活輔導組公告辦理。

(五)各年級學生應配合生活輔導組所規劃之離宿、入住時程實施搬遷及淨空，以維他人住宿權益，相關時程生活輔導組至少於兩週前實施公告。

(六)暑假申請住宿之非大三生同學(參加社團、幹部訓練、大三工讀生、研究生及暑修生)仍應配合宿舍生活作息並參加晚點名，凡無故未到達三次者，予以退宿處分。

(七)未經申請者，寒暑假期間一律不准住宿，違者依「學生獎懲規定」處分。

### 3. Regulations for Winter and Summer Housing

(1) The schedule for winter and summer breaks shall be subject to the calendar of each class/year.

(2) Although no withdrawal vacation shall apply to the winter break, students shall perform thorough water and electricity control before returning home for the Spring Festival holiday.

(3) The withdrawal period for graduates shall be within one week after the graduation ceremony. During this period graduates shall complete the withdrawal inspection and return the keys to the warden. The relevant schedule shall be subject to the notice of the Student Assistance Division.

(4) The Student Dormitory V shall be vacated during the summer break to facilitate repair and the renovation of the common areas. All other policies shall be subject to the notice of the Student Assistance Division.

(5) Students of all years shall proceed with relocation and vacation in coordination with the withdrawal and check-in schedule of the Student Assistance Division to maintain the housing rights and interests of others. The Student Assistance Division shall announce the relevant schedules at least two weeks in advance.

(6) Non-year-3 students applying for summer housing (for participation

in student club activities, staff training, year 3 internship students, graduate students, and summer school students) shall still comply with the dormitory's daily routine rules and join the evening roll call. Unexcused absence for 3 times shall be requested to check out.

(7) No winter or summer housing without prior application shall be allowed. Offenders shall be disciplined in accordance with the "Guidelines of Reward and Discipline for Students".

四、內務規定及檢查：

(一)內務規定：

1. 寢室應自行安排輪值同學每日打掃，以保持寢室內整潔。
2. 桌面應保持整潔，書籍應整齊排列於書架上。
3. 鞋類、盥洗用具及其他雜物，放置應力求整齊。
4. 為貫徹垃圾減量、資源回收之環保觀念，宿舍內一律實施垃圾分類與資源回收，每日晚間配合總務處垃圾車及資源回收車傾倒垃圾，一律垃圾不落地。
5. 每學期配合宿舍創意佈置及整潔競賽實施評比，表現優異寢室給予適當獎勵，以茲鼓勵。
6. 未盡事宜者，則以生活輔導組之宣導公告為準。

(二)住宿學生須按規定整理內務及打掃公共區域，並接受舍監檢查及輔導，生活輔導組得定期實施寢室及公共區域環境檢查。

#### 4. Housekeeping Regulations and Inspection

##### (1) Housekeeping regulations

- a. Students shall arrange an on-duty student to clean up the room every day to maintain internal tidiness and cleanliness.
- b. Keep the desk tidy and clean. Books shall be shelved tidily.
- c. Shoes, toiletries, and other objects shall be tidily stored.
- d. To practice environmental protection through waste reduction and resource recycling, waste sorting and resource recycling are compulsory in all dormitories. Students shall dump waste each evening according to the schedule of the waste truck and resource recycling truck of the Office of General Affairs to keep trash off the ground.
- e. A housekeep performance rating shall be held each semester together with the creative dormitory decoration and cleanliness competition to appropriately reward rooms with excellent housekeeping performance.
- f. Matters not provided for in these regulations shall be subject to the publicity materials posted by the Student Assistance Division.

(2) Residential students shall maintain housekeeping and clean up the common areas according to the relevant regulations and receive the warden's inspection and guidance. The Student Assistance Division may perform

environmental inspection of the rooms and common areas in the dormitory regularly.

五、禁止事項：

- (一) 喧譁干擾他人。
- (二) 推銷或售賣物品。
- (三) 擅自卸下紗窗。
- (四) 使用未經允許之電器。(同意使用之電器為電扇、收錄音機、吹風機、電腦等經核准之電器。)
- (五) 飼養寵物。(包含水族箱)
- (六) 不假外宿。
- (七) 未經同意接待或留宿任何人。
- (八) 儲放賭具、違法槍械刀具、易燃及爆裂物等物品。
- (九) 吸菸、喝酒、嚼食檳榔、燃點火燭及使用炊具。
- (十) 禁止攜帶之電器包含家電暨烹飪用品(電視、冰箱、電熨斗、電暖爐、電毯、電湯匙、電磁爐、微波爐、烤箱、瓦斯爐、烤麵包機、咖啡壺等)、高功率電器(電焊槍等高功率工具及實驗器材)。

5. Not-To-Do List:

- (1) Do not make noise and disturb others.
- (2) No soliciting or selling.
- (3) No unpermitted removal of window screens.
- (4) No use of unauthorized electrical appliances. (authorized electrical appliances include electric fans, radio cassette players, hairdryers, and computers.)
- (5) No keeping pets. (including aquariums)
- (6) No absence without leave.
- (7) No unpermitted reception or accommodation of others.
- (8) No storage of gambling tools, illegal guns and knives, flammable objects, or explosive ordnance.
- (9) No smoking, drinking alcohol, eating betel nuts, using candles, or cooking tools.
- (10) Restricted electrical appliances include home appliances and cooking tools (TV, refrigerators, irons, electric heaters, electric blankets, immersion heaters, induction cookers, microwave ovens, ovens, gas stoves, electric toasters, coffee makers), high-power electricals (soldering guns and other high-power electrical tools and laboratory instruments).

六、攜帶其他物品規定如下：

- (一) 准予攜帶文康休閒器材，如象棋、圍棋、跳棋、撲克牌、掌上型遊樂器等，但不得於上課時間及就寢時間使用，且不得以上述器

材從事賭博行為。(麻將、天九牌、骰子等賭具一律禁止)

(二)法律規定之違禁物品禁止攜帶，如槍砲彈藥刀械、毒品、色情類產品等。

(三)本校相關法規禁止攜帶物品，如香菸、檳榔、各種酒類、打火機、油品(易燃物)、爆裂物等；本校各實驗室器材、原料亦禁止攜入寢室。

#### 6. Regulations for Other Objects

(1) Recreational objects are allowed, such as Chinese chess, go, checkers, pokers, and handheld game consoles. However they shall not be used in class or during the bed time. Nor shall they be used in gambling. (gambling tools such as mahjong, Chinese dominoes, dice, and others are strictly restricted.)

(2) Legally prohibited contrabands, such as guns, ammunition, knives, drugs, and pornographic items strictly restricted.

(3) Items banned by MCUT, such as cigarettes (tobacco), betel nuts, alcohol, lighters, fuel oils (flammable), explosive ordnance are strictly restricted. MCUT laboratory instruments and raw materials are also restricted in dormitory rooms.

七、其餘依「學生獎懲規定」辦理。

7. Other matters shall be subject to the “Guidelines of Reward and Discipline for Students”.

### 第三章 穿著規定

學生上課均穿著便服，以整齊清潔為原則。不准穿拖鞋進入教室、辦公處所、圖書館。

#### Chapter III Dressing Code

Students shall wear plain clothes to class in a neat and tidy manner. Do not wear slippers to the classrooms, offices, and libraries.

### 第四章 學生作息規定

#### Chapter IV Student Daily Routine

一、作息時間

(一)上午：6時起床、6時30分每月一次全校朝會、8時上課、11時50分下課。

(二)下午：13時上課、16時50分下課。

(三)晚上：23 時晚點名熄大燈及 24 時斷網。

#### 1. Rest Time

(1) Morning: Get up at 06:00, join the school morning assembly once a month at 06:30, and class begins at 08:00 and ends at 11:50.

(2) Afternoon: Class begins at 13:00 and ends at 16:50.

(3) Evening: Lights are out at 23:00 and internet service is out at 24:00.

#### 二、夜間規定

假日開始之前一晚上不點名，假期結束（上課前一晚上）22 時 30 分至 23 時點名，負責點名幹部務必確實，不得敷衍徇私。

#### 2. Evening Regulations

No roll call one night before a holiday being. Roll call begins at 22:30-23:00 when the holiday ends (one night before school begins again). Staff taking the roll call must perform it exactly and no deception or favoritism shall be allowed.

### 第五章 學生宿舍設備管理

#### Chapter V Management of Student Dormitory Equipment

##### 一、管理部門

學生宿舍設備管理由學生事務處生活輔導組督導管理，設備損壞原因及賠償責任之判定由舍監鑑定，判定困難時得請總務處協助鑑定，並依下列原則判定：

(一)因設備已逾年限，或不可抗拒之原因造成損壞者，列為自然因素損壞，由學校負擔修繕費用。

(二)因使用不當或故意損毀者，列為人為因素損壞，損壞賠償責任追究至個人，如無法追究至個人時，由該寢室學生平均分攤修繕費用。

##### 1. Management Department

The Student Assistance Division of the Office of Student Affairs shall supervise the management of student dormitory equipment. The warden shall identify the causes and compensation responsibility of equipment damage. The Office of General Affairs shall assist in identifying difficult-to-determine damage in accordance with the following principles:

(1) Equipment damage as a result of end of life (EOL) or force majeure shall be recognized as damage due to natural causes. The school shall pay the repair fee.

(2) Damage caused by improper use or sabotage shall be recognized as man-induced damage that shall be compensated by the user. When users are



unidentified, the students of the whole dormitory room shall share the repair fee evenly.

## 二、設備檢查

(一)學年初檢查：新生應於進住寢室後十天內，其餘各年級應於每學年初調整進住寢室三天內，自動檢查寢室各項設備，室長將檢查情形於「宿舍公物檢查表」確實登記簽名後，送舍監核對處理。

(二)平時檢查：室長應隨時注意寢室各項設備之使用狀況，遇有損壞情事，立即向舍監反映，舍監依「設備修繕規定」辦理。

(三)學生畢業、休（轉、退）學檢查：由舍監針對離校生居住之寢室檢查各項設備正常無誤後，始得簽離校之證明。

## 2. Equipment Inspection

(1) Beginning inspection: New students shall check all equipment within 10 days after moving in the dormitory room. Students of other years shall voluntarily check all equipment within 3 days after a dormitory room change at the beginning of each semester. The room monitor shall exactly record equipment status in the “Dormitory Property Checklist” and sign the list before submitted to the warden to take action.

(2) Routine inspection: The room monitor shall pay attention of the use status of equipment at all times and immediately report any detected damage to the warden to take action according to the “Equipment Repair Regulations”.

(3) Graduation, gap (transfer, withdrawal) inspection: The warden shall check all equipment in the room of the relevant students and only sign the graduation form after ensuring all equipment works properly.

## 三、設備修繕規定

(一)平時檢查：公共區域檢查之損壞情形，由舍監上網填報修復單，寢室內區域由個人上網填寫修復單，經舍監複核後傳送總務處辦理。

(二)緊急修繕：除由舍監上網填報修復單損壞情形，應立即以電話聯繫總務處承辦人知悉。

(三)修造人於設備修造完成時，分別由學生、舍監驗收。

## 3. Equipment Repair

(1) Routine inspection: The warden shall fill in the Equipment Repair Request online for damage found in common areas. Students shall fill in the Equipment Repair Request online for damage found in their dormitory rooms for the warden to recheck before submitting to the Office of General Affairs to take action.

(2) Emergency repair: Besides filling in the Equipment Repair Request

online, the warden shall immediately notify the case officer of the Office of General Affairs over the phone.

(3) After the mechanic/technician fix the damage, the student and warden shall perform the inspection and acceptance.

#### 四、設備移交

學生退住寢室時，應會同舍監清點公物及設備，無誤後登記於「宿舍公物檢查表」。

#### 4. Equipment Handover

Students checking out of the dormitory shall inventory the dormitory property and equipment with the warden. After no error is found, register the results in the “Dormitory Property Checklist”.

五、人為因素損壞賠償費用之繳交舍監平時檢查發現人為損壞時，除填寫修復單送總務處辦理修復，並通知應付損壞賠償之學生至出納繳費，應屆畢業生應於畢業搬離宿舍前繳交。

5. Payment of compensation for man-induced damage: After detecting man-induced damage, besides filling in the Equipment Repair Request and submitting it to the Office of General Affairs to arrange the repair, the warden shall notify the student(s) liable for compensation for the damage to pay the repair fee. Graduation class students shall pay the repair fees before moving out of the dormitory.

#### 六、獎懲

(一)學生自動整修各項宿舍設備，有具體事實者，由舍監報請學務處獎勵。

(二)凡故意損壞宿舍設備或編造不實檢查紀錄或拖欠賠償費用之學生，應由舍監報請學務處依「學生獎懲規定」議處。

(三)住宿學生未辦妥離舍手續，自行離舍，將於日後禁止申請暑期住宿、大三工讀住宿、延修住宿、研究生住宿。

#### 6. Reward and Discipline

(1) When students voluntarily fix dormitory equipment as supported by specific facts, the warden shall report to the Office of Student Affairs to reward them.

(2) For students sabotaging dormitory equipment or making false inspection records or refusing to pay the compensation, the warden shall report to the Office of Students Affairs to discipline them according to the “Guidelines of Reward and Discipline for Students”.

(3) Students moving out of the dormitory without completing the check-out procedures shall be rejected from summer housing, internship housing in

year 3, housing for delayed graduation, and graduate student housing.

## **第六章 附則**

### **Chapter VII Addendum**

本辦法經學生事務會議通過，陳校長核定後公布實施，修訂亦同。

These Guidelines shall be promulgated and implemented after the passage of the Office of Student Affairs and the approval of the president. The same shall apply to the amendments hereto.

## 明志科技大學學生宿舍住宿契約書

甲乙雙方訂約人

當事人： 明志科技大學 (以下簡稱甲方)

住宿學生系所：                      班級：                      姓名：                      (以下簡稱乙方)

宿舍別：                      寢室別：                     

茲為住宿事宜，雙方同意本契約條款如下：

### 第一條 依據

明志科技大學學生生活輔導管理作業辦法。

### 第二條 住宿期限

自民國        年        月        日起至        年        月        日止或依甲方之公告之。

### 第三條 住宿標的物

為乙方所配住之寢室、傢俱與提供給全體宿舍住宿人共同使用之空間與設備。

### 第四條 住宿費用

學生宿舍收費，依本校收費標準收費。

### 第五條 使用宿舍之限制

乙方應於住宿期間遵守「學生生活輔導管理作業辦法」之規定；並不得有以下情事：

- 一、乙方不得將宿舍全部或一部份轉租、出借、頂讓或以其他方式由他人使用，違反約定者，契約當然終止，乙方應於十日內撤離宿舍並依學生獎懲規定議處。
- 二、乙方不得任意改裝或移動寢室內設施，若肇致損壞應照價賠償。
- 三、設有公共設施之宿舍，乙方均需遵守其使用規則，違者視情節輕重予以論處。

### 第六條 宿舍公物之毀損

寢室因自然之損壞有修繕必要時，由甲方負責修理。住宿期滿或終止契約時，雙方應共同清點寢室財產，若因乙方不當使用或蓄意肇致損壞應照價賠償。

### 第七條 契約之變動或終止

- 一、乙方休學、退學、畢業等離校狀況，甲方應退還乙方溢繳之住宿費用。
- 二、甲方因其業務特殊需要，須提前終止本合約時，應經學務會議通

過。

#### 第八條 違約之賠償

乙方於規定繳納期限未繳畢宿舍相關費用（含住宿費、罰款等），經甲方催告限期繳納仍未繳納時，甲方除限制其宿舍設施之使用，控管其他住宿之申請外，並得終止契約。

第九條 違反本校規定並經核定勒令退宿者，除取消在校申請宿舍權及住宿資格，且不退還已繳交之宿舍費用外，視情節另得依本校獎懲規定議處之。

第十條 借用臨時磁卡、鑰匙，因故遺失、損壞或未按時歸還者，依總務處規定金額酌收手續費。

第十一條 乙方須不得拒絕甲方定期辦理之宿舍整潔競賽及環境檢查，乙方於整潔競賽複檢不合格者，列入大四申請住宿第七類組，不列入保障名單內。

第十二條 不論任何原因搬離宿舍，均須辦理財產清點及離宿檢查。

#### 第十三條 其他特約事項

一、乙方應遵守甲方不定時公告事項，如有疑慮時應向舍監或生活輔導組詢問或查證。

二、同一寢室之承租人，對於無法認定違規者之違約事項，如無法查明時，與同一寢室的其他室友共同分擔，其中如能舉證無需負責事實者，不在此限。

三、乙方需於宿舍進住時填寫學生住宿申請單並核對寢室財產資料，如有不符，需於進住當天逕洽舍監更正，否則視為寢室財物一切正常。

四、乙方住宿期限到期，經通知未配合離宿時，得由甲方實施寢室清空、搬移個人物品列冊暫管，並以一日 100 元之保管費論計（上限為 2000 元，20 日為限），直到搬遷完成。

五、本校學生宿舍進出門禁管制、宿舍內報到人員管理，同意採用電子資訊系統相關設備實施。

第十四條 未盡事宜，另訂學生住宿管理公約同意遵守規範之，另本契約採紙本簽定，自雙方簽定後生效，若因本契約涉訟時，雙方同意由新北地方法院為第一審管轄法院。

表號：A042070308

### **MCUT Student Housing Agreement**

This Housing Agreement is made by and between Ming Chi University of Technology, the Landlord, hereinafter referred to as Party A, and

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學生生活輔導管理作業辦法

Guidelines for Management of Student Assistance

\_\_\_\_\_, the Tenant, student of year \_\_\_\_ of the  
Department/Graduate \_\_\_\_\_ Institute \_\_\_\_\_ of  
\_\_\_\_\_, hereinafter referred to as  
Party B.  
Dormitory: \_\_\_\_\_ Room: \_\_\_\_\_

In consideration of the covenants and agreements in relation to student dormitory housing, the parties hereto hereby covenant and agree each with the other as follows:

Article 1 Basis

MCUT Guidelines for Management of Student Assistance.

Article 2 Housing Period

From \_\_\_\_\_ to \_\_\_\_\_ or subject to Party A's notice.

Article 3 Housing Premises

The dormitory room and furniture assigned for use by Party B and the common areas and equipment for use by all dormitory tenants.

Article 4 Dormitory Rents

The student dormitory rents shall be subject to the MCUT rates.

Article 5 Limitations on Dormitory Use

During the housing period, Party B shall observe the regulations stipulated in the "Guidelines for Management of Student Assistance" and shall not engage in any one of the following:

1. Party B shall not let others use part or all of the dormitory room by means of re-letting, lending, transfer, or any other forms. For violation of this article, this Agreement shall be terminated as a matter of cost, and Party B shall remove out of the dormitory within 10 days and disciplined according to the "Guidelines of Reward and Discipline for Students".
2. Party B shall not modify or move bedroom facilities and shall compensate for the damage caused at the regular prices.
3. Party B shall also follow all the rules governing the use of common facilities equipped in the dormitory. Students shall be disciplined based on the severity of offense.

Article 6 Damage of Dormitory Property

Party A shall repair the natural damage of dormitory room equipment required for repairing. Upon the expiration of the housing period or termination of this Agreement, both parties shall inventory together the property in the dormitory room. Party B shall compensate for any the damage caused by improper use or sabotage of equipment at the regular prices.

Article 7 Change and Termination of Agreement

1. Party A shall refund the overpaid dormitory fee to Party B on

suspension, withdrawal, or graduation.

2. When an early termination of this Agreement due to special business needs is required, Party A shall apply for approval to the Student Affairs Meeting.

#### Article 8 Liquidated Damages for Breach

When Party B fails to pay the relevant dormitory fees (including housing fee and fines) by the deadline and refuse to make the payment after Party A's notification, apart from limiting his or her use of the dormitory facilities and control his or her housing application, Party B may also terminate this Agreement.

Article 9 When Party B is requested to check out for violation of the school rules, apart from revoking his or her right to housing application and qualifications and withholding the paid dormitory fees, Party B shall be disciplined according to the "Guidelines of Reward and Discipline for Students" based on the severity of offence.

Article 10 A handling fee shall be charged according the amount stipulated by the Office of General Affairs when students lose, damage, or fail to return by the deadline the temporary keycard and keys.

Article 11 Party B shall not refuse the dormitory cleanliness competitions and environmental inspection organized and performed by Party A periodically. Party B failing the second inspection of the dormitory cleanliness competition shall be listed in the category 7 and rejected from the whitelist when applying for dormitory housing in year 4.

Article 12 Property inventory and withdrawal inspection shall be performed regardless of the reasons for withdrawal.

#### Article 13 Other Terms

1. Party B shall follow the instruction given by Party A in notices from time to time and shall consult or verify with the warden or the Student Assistance Division for any doubts.

2. For breaches with unidentified offenders, all tenants of the same dormitory room shall share the breaches, except when a tenant who can prove his or her innocence.

3. When checking in the dormitory, Party B shall fill in the Student Dormitory Application Form and check the dormitory room property. When there is inconsistency, Party B shall directly request the warden to make corrections in the same day. Otherwise, all property shall be deemed accepted.

4. When Party B fails to withdraw from the dormitory upon the expiration of the housing period, Party A may vacate the dormitory room, remove all Party B's personal belongings for temporary custody, and charge a custody fee at NT\$100 each day (maximum NT\$2,000, i.e., 20 days), until

the withdrawal is completed.

5. MCUT students hereby agree the use of electronic information systems for the access control and report management of the dormitory.

Article 14 Matters not provided for in this Agreement shall be subject to the Student Dormitory Management Convention to be established separately. This Agreement shall be signed in the paper version and take effect as of the date of execution by the parties hereto. The parties hereto hereby further agree that the New Taipei City District Court shall be the jurisdiction court of the first instance for legal actions arising from or in connection with this Agreement.



Form: A042070308