

## Yi Sheng Dormitory Rules and Regulations

壹、說明：依據輔仁大學學生宿舍管理辦法第二十五條規定訂定此生活公約。

I. This Residence Agreement was formulated in accordance with Article 25 of Fu Jen Catholic University Regulations Governing Dormitories.

貳、組織架構：

- 一、宿舍管理人員：成員包含行政人員(舍監、管理員、輔導教官)及自治幹部。由宿舍中心統一協調指揮，並被賦予所負責宿舍之經營管理之權與責。
- 二、例行會議：由宿舍舍監、管理員及自治幹部定期舉行例行會議，討論規劃宜聖宿舍經營管理之各項事務，並受宿舍服務中心統一督導。

II. Organizational Structure:

1. Dormitory staff includes administrators (Dormitory Supervisor, Military Instructor, and administrative personnel) as well as the Self-Governing Residents' Association. The Dormitory Service Center is responsible for managing dormitories as well as directing and coordinating operations.

2. Regular meetings: The Dormitory Supervisor, administrative personnel, and Self-Governing Residents' Association will assemble for routine meetings to discuss administrative issues. Meetings are supervised by the Dormitory Service Center.

參、相關規定：

為了能提升良好的住宿品質。凡居住宜聖宿舍應遵守本生活公約內之各項條款，共同維護住宿生活環境。

一、服務台提供之服務：

1. 值班人員：宿舍皆設有服務台，由管理員、受過培訓之自治幹部及工讀生擔任輪值工作。
2. 服務時間：
  - A. 學期間周一至周五，每日早上 8：00 至 22：00 周六周日早上 10：00 至 22：00。
  - B. 寒暑假期間依實際需求另行公告。
3. 緊急事故的處理及通報：服務台為宿舍的通報中心，任何緊急事故發生時，住宿學生可以由服務台尋求協助。服務時間之外，仍可透過留守之工讀生、宿舍幹部、管理員、舍監、輔導教官或校安中心尋求協助（校安中心 24H 專線：0905298885 或 02-29052885）。其餘緊急事故處理流程請參考「[宿舍學生重大事故 SOP](#)」及輔大軍訓室「[學生緊急事件處理 SOP](#)」。
4. 重要公務的處理及傳達：有關宿舍的定期工作（例如期初遷入、期末遷出）或不定期工作（例如維修事件、各項校方通知）的處理與傳達。
5. 住宿學生家長或親友訊息的傳遞：可透過服務台代為留言傳遞訊息（若為緊急或重要事項建議留言者親自直接與該生聯絡）。
6. 宿舍事務的詢問與協助：宿舍日常生活事務、硬體設施、公告等不清楚時，可以隨時

向服務台詢問。

7. 備用鑰匙及器材用品的借用：備用鑰匙借用辦法及借用器材辦法請洽各宿舍服務台。
8. 包裹、掛號、宅配等郵務代收服務：代收服務辦法請洽各宿舍服務台。
9. 其它：由各宿舍依實際需求評估並訂定相關辦法。

### III. Regulations:

To create a better living environment inside the dormitory, all residents shall follow the rules and regulations of the Residence Agreement.

#### 1. Service Counter:

- (1) On-duty staff: Staff at the Service Counter work on a shift-basis. Staff members include administrative personnel, trained members of the Self-Governing Residents' Association, and work-study students.
- (2) Service hours: 8:00 am to 22:00 pm on weekdays, 10:00 am to 22:00 pm on weekends  
Service hours during summer and winter vacation will be announced separately based on practical need.
- (3) Dealing with emergencies: Please report all emergencies to the Service Counter. Outside of regular service hours, please contact a member of the Self-Governing Residents' Association, a work-study student, the Dormitory Supervisor, Military Instructor, or campus security office. (The campus security office is staffed 24 hours a day. It can be reached at 0905298885 or 02-29052855.) For details about emergency procedures, please consult the Standard Operating Procedure for Dormitory Emergencies and the Standard Operating Procedure for Student Emergencies, available at the Military Office.
- (4) Dormitory announcements: These include routine announcements (e.g. check-in/check-out) as well as other University notifications and announcements for scheduled maintenance.
- (5) Relaying messages from family: Family members may leave a message for a resident at the Service Counter. (However, families should contact the resident directly in the event of an emergency or other pressing matters.)
- (6) Questions/assistance: Residents are free to ask questions at the Service Counter any time if they are unclear about facilities, announcements, or anything related to dormitory life.
- (7) Borrowing spare keys and other items: Please ask for details at the Service Counter.
- (8) Receiving packages by mail or courier: Please ask for details at the Service Counter.
- (9) Further details: Additional regulations will be drawn up by individual dormitories based on practical need.

### 二、遷入、遷出

1. 遷入時請攜帶繳費收據，於本舍公告之日期內，至所屬學苑之服務台辦理遷入，逾期繳費者，將取消下一學年住宿申請資格(調降順位)，若有特殊狀況需提早或延後遷入，須於事前取得宿舍管理員同意(依輔仁大學住宿學生提前入住、延後退宿作業原則辦理)。其他注意事項由各宿舍公告之。
2. 退宿應依本舍公告之日期內辦理遷出手續，包含：繳交冷氣費、歸還鑰匙及臨時磁卡(另有借用者)，並由幹部檢查寢室物品有無損壞(含確認清潔完成)後辦理保證金退費手續(保證金匯款將直接匯入住宿學生個人帳戶)。若有特殊狀況需要延後遷出者，須於事前取得宿舍管理員同意(依輔仁大學住宿學生提前入住、延後退宿作業原則辦理)。其

他注意事項由各宿舍公告之。

3. 住宿生除因退休學按校方規定辦理外，住宿期間擅自或勒令退宿者，不退還住宿費及保證金。

4. 房間是根據抽籤結果排定及實際空床排定後補。在床位排定後不得私自更換或冒名頂替，若有違規情況，一經發現，取消其住宿資格，並限期搬離宿舍。

## 2. Check-in and check-out

(1) Please take your payment receipt to the Service Counter of your dormitory on the check-in date. Residents will lose priority status when applying for residency the following semester if their payment is made late. Residents who would like to move in earlier or later than the check-in date because of unique circumstances must receive permission from the Dormitory Supervisor in advance. (Please follow regulations on early check-in and late check-out.) For further information, please pay attention to announcements.

(2) Residents must move out by the announced deadline. This includes paying air conditioner bills as well as returning keys and any temporary keys that were borrowed. After the Self-Governing Residents' Association has inspected the room to ensure that it has been cleaned and no property is damaged, residents may complete the procedure to receive their deposit. (The Cashier will remit the deposit to the resident's bank account.) Residents who would like to delay check-out because of unique circumstances must receive permission from the Dormitory Supervisor, and then pay additional fees for the extended stay. Individual dormitories will announce how long residents may extend their stay. (Please follow related regulations when applying to extend a stay.) For further information, please pay attention to announcements.

(3) Residents who take a leave of absence or withdraw from studies will receive a refund based on regulations. Deposits and refunds will not be given to residents who are expelled from the dormitory or who decide to move out for a different reason.

(4) Rooms are assigned by random draw. Vacancies are filled according to the waiting list. Residents must take the bed they have been assigned. Residents may not switch beds/rooms with another resident. Violators may face disciplinary measures based on a discussion with the Dormitory Supervisor and administrative personnel.

## 三、門禁：

1. 進出大門需使用磁卡（學生證或臨時磁卡），禁止使用/借用他人磁卡，若有違規情況，一經發現，取消其住宿資格，並限期搬離宿舍。

2. 不得帶非住宿生入宿舍內或留宿非住宿生，若有違規情況，一經發現，取消其住宿資格，並限期搬離宿舍。

3. 住民進入異性樓層及梯廳，一經發現，取消其住宿資格，並限期搬離宿舍。

4. 宿舍泛指進入一樓刷卡門內起算所有空間皆為住宿區域，包含消防通道。

5. 學生餐廳、旅館、修女院為非住宿區域，其中旅館及修女院為私有空間，切勿任意開啟防火門進入，一經發現，依輔仁大學學生宿舍管理辦法、輔仁大學學生獎懲辦法規定辦理。

### 3. Access

(1) Scan your Student ID or temporary key card to enter or leave the dormitory. It is prohibited to lend or borrow a Student ID or temporary key card. Residents who violate this rule will be expelled and given a deadline to move out.

(2) Non-residents are prohibited from entering or staying in a dormitory. Residents that bring a non-resident into a dormitory will be expelled and given a deadline to move out.

(3) Residents who enter an area designated solely for residents of the opposite gender would be expelled and given a deadline to move out.

(4) All areas pass the first floor access door of the dormitory are considered to be dormitory grounds, including the fire department access area.

(5) Student canteens, hostels, as well as the convent are **not** part of dormitory grounds. The hostel and convent are private property, and access by way of the fire department access door is forbidden. Anyone found in violation shall be dealt with in accordance with the Fu Jen Catholic University Dormitory Management Regulations and Regulations Governing Rewards and Disciplinary Measures.

#### 四、住宿一般規則：

1. 宿舍內不得隨便塗鴉、黏貼、破壞、不得任意更換門鎖，亦不得私接、改裝電源、及修改宿舍網路設定，若有違反行為，除照價賠償外不退還保證金並影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。
2. 除了電腦相關設備、電扇、及 **3C 產品**外，其餘電器用品一律禁止於寢室內使用或留置寢室，一經查獲將沒收保管（於退宿時發還）。若有違反行為，經履次勸導無效，將影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。影響住宿安全者依校規懲處。
3. 不得燃燒物品，以維護公共安全。若有違反行為，經履次勸導無效，將影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。
4. 全面禁止吸煙、賭博、喧嘩、打架、打麻將、飲酒鬧事，違者依「輔仁大學學生獎懲辦法」處分並告知家長辦理退宿。(演奏樂器以不妨礙安寧為原則，若遇爭議的部份，宿舍保有禁止其演奏的權利)。若有違反行為，經履次勸導無效，將影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。
5. 每晚十時以後，請保持安靜，勿影響他人作息。必須使用音效者，請以耳機代替。凡影響室友或其他寢室同學生活者，若有違反行為，經履次勸導無效，將影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。
6. **不得飼養動物（寵物）**。若有違反行為，經履次勸導無效，將取消其住宿資格，並限期搬離宿舍。
7. 不得從事私人營利活動。(如：傳直銷宣傳)。若有違反行為，經履次勸導無效，將影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。
8. 宿舍內除了指定區域外，**不得張貼宣傳海報（宿舍所舉辦之活動除外）、競選海報（宿舍自治幹部選舉除外）**。若有違反行為，經履次勸導無效，將影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。
9. 個人貴重物品請妥善保管，室友應共同留意門戶，注意身旁的陌生人，就寢時必須上鎖。若有物品金錢損失，須自行負責。此外，若有任何竊盜之行為將依校規處置，勒

令退宿，並負法律責任（報警處理）。

10.住宿期間住宿生有維護房間物品妥善完整之責任，任何因人為使用不當而造成的損壞將依規定予以賠償。賠償金額請參考「物品清單」。室內家俱、設備若係人為破壞，照價賠償。無法確知何人損壞時，由室友共同負擔賠償責任。房間內任何修繕，不得拒絕維修人員進入維修。

11.離開寢室，請將不用之電源關閉，以節約能源，及避免火災發生。

12.全體住宿生皆有維護宿舍環境整潔之責任，並依規定參加宿舍舉辦之整潔比賽、清潔消毒---等事項。若有違反行為，經履次勸導無效，將影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。

13.禁止打球，以免損害門窗玻璃、污損天花板、及影響其他住宿學生。若有違反行為，經履次勸導無效，將影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。

14.新生及新住民有參加安全防護演練、新生說明會之義務，因故無法參加者，需事先請假。

#### 4. Basic Rules:

(1) It is prohibited to vandalize walls or furniture (this includes writing, drawing, pasting objects, or damaging in any way). It is likewise prohibited to install or modify a power source, change door locks, or modify the internet set-up in the dormitory. Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(2) Computers, electric fans, and small-scale personal electronics are permitted in the dormitory. Other electric appliances are prohibited. If found, they will be confiscated and returned only upon check-out. Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(3) Fires and open flames are strictly prohibited in the dormitory. Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(4) Smoking, gambling (e.g. playing mahjong), shouting, fighting, consuming alcohol, or causing disturbances are prohibited inside the dormitory. Violations will be handled in accordance with Fu Jen Catholic University Regulations Governing Rewards and Disciplinary Measures. The University will inform a resident's parents if they are expelled from the dormitory. (Playing a musical instrument is not considered a disturbance. However, the Service Counter reserves the right to ban the playing of musical instruments if there are complaints.) Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(5) Keep noise levels down after 10 pm. Please use headphones if watching/listening to audiovisual materials. Repeated violations may result in a resident losing priority status

when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(6) It is prohibited to keep animals or pets in the dormitory. Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(7) It is prohibited to conduct activities for personal profit in the dormitory (including promotional work such as handing out flyers). Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(8) It is prohibited to put up activity posters or political posters in non-designated areas. (This does not apply to posters for University activities or elections for the Self-Governing Residents' Association.) Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(9) Personal valuables should be safeguarded. Roommates should be alert to strangers and ensure that doors and windows are secure. Doors must be locked at night. Residents are solely responsible for lost money or personal items. Residents caught stealing will receive disciplinary measures in accordance with University regulations, in addition to being expelled from the dormitory and being held legally responsible. (Theft will be reported to the police.)

(10) All residents are responsible for keeping dormitory property in good condition. Residents are financially liable for any damage caused by the improper use of dormitory property. Residents must pay the full price for furniture or facilities they damage. Please refer to the Dormitory Property Price Index. If the identity of the person responsible for damaging property in a dorm room cannot be ascertained, the cost for replacement/repair will be borne equally by all roommates. Repair personnel must not be refused entry to the room.

(11) Please save energy and prevent accidents by turning off all power sources when leaving the room.

(12) All residents are responsible for maintaining a clean living environment in the dormitory. All residents must attend the cleaning competition hosted by the dormitory, as well as perform other cleaning and sterilization duties in accordance with regulations. Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(13) It is prohibited to play any games/sports involving a ball inside the dormitory. Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(14) New residents must attend the Safety Drill and Information Session. Residents who cannot attend because of a valid reason must request an absence in advance. Failure to attend without a valid reason may result in a resident losing priority status when applying for residency the following semester.

五、公共區域之設備（限住宿生使用）：

1. 交誼廳（服務台前）：各服務台前皆設置有交誼空間，陳列報紙及雜誌等物品，限於交誼廳內使用。
2. 公共走道：保持淨空，不得放置鞋類、雨衣、雨傘等個人物品。若有違反行為，經履次勸導無效，將影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。
3. 飲水機：各樓層皆備有飲水機，使用時保持飲水機本體清潔（禁止倒湯渣），保持飲水機周邊乾燥（防止漏電），禁止於飲水機上放置私人物品。若有違反行為，經履次勸導無效，將影響下下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。
4. 冰箱：各宿舍冰箱置放物品，依各宿舍使用規定辦理。
5. 浴室熱水：係用「熱泵系統」加熱，二十四小時供應，請節約使用。
6. 衣物清洗及涼晒：
  - A. 衣物清洗：各樓層設有自助洗衣機（投幣）、烘衣機（投幣）及脫水機（免費）。為了維護宿舍安寧，於 23：30～07:00 之間禁止使用以上設備。若發生設備故障或吃錢時，請主動告知服務台值班人員或向各區樓代反應。
  - B. 晒衣區域：設於各樓層。避免將未脫水之衣物直接涼掛，造成地面溼滑危險。衣物晾乾後須收回房間內，以方便其他人使用。
  - C. 不足之處請參閱晒衣間公告。
7. 電視間使用原則（運動休閒室/自修室/文康室）：
  - A. 避免噪音原則：請注意電視音量及小聲交談勿打擾到其他宿民安寧。
  - B. 保持清潔原則：離開時將所製造之垃圾清除。
  - C. 公用開放原則：不可私自上鎖，或以任何形式占用。
  - D. 節能減碳原則：最後離開者，請關閉所有電源。
  - E. 保留使用原則：除了寒、暑期指定樓區開放寄放行李外，嚴格禁止存放私人物品，違反者視同垃圾處理。
  - F. 損害賠償原則：禁止任何會損傷破壞電視機、桌椅及其他設備之行為，違者須付賠償責任。
  - G. 以上原則規範，不足之處於電視間管理辦法中補充。若有違反以上原則行為，除必須賠償損壞之外，經履次勸導無效，將影響下一學年住宿申請資格(調降順位)，嚴重者取消其住宿資格，並限期搬離宿舍。
8. 學習共享空間、自修室：請參考相關管理辦法。
9. 任何公共空間不得擺放私人物品，或以任何形式佔用，違反者視同廢棄物處理。其他注意事項由各宿舍訂定相關辦法。

5. Public facilities (for exclusive use of residents):

(1) Lounge: Newspapers and magazines are available in the lounge located in front of

the Service Counter. Reading materials may not be removed from the lounge.

(2) Corridors: Corridors must be kept clean. Footwear, rain apparel, umbrellas, or other objects may not be left in corridors. Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(3) Water machines: Each floor has a water machine. Please keep them clean and do not dump anything down the drain. Keep the surrounding areas dry in order to prevent electrocution. Do not store personal items on top of water machines. Repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(4) Refrigerators: Each dormitory has its own rules for food storage.

(5) Hot water: Hot water is heated by a pump and is available in bathrooms 24 hours a day. Please conserve water.

(6) Washing and drying clothes:

i. Washing clothes: Coin-operated washing machines, coin-operated dryers, and free spin-dryers are located on each floor. In order to keep noise levels down, these facilities are not available from 11:00pm to 7:00am. If a machine “eats” a coin, please report it immediately to the service counter or to the Floor Representative.

ii. Clothesline area: Each floor has an area to hang clothes. Keep floors safe and dry –put clothes through the spin-dryer before hanging them up. Be conscientious of others who want to use the space; do not leave clothes hanging up once they have dried.

iii. If there is not enough space, please see announcements posted in the area.

(7) Rules for Television Rooms (Study Rooms/Recreation Rooms):

i. Keep volume and noise levels down. Speak quietly to avoid disrupting others.

ii. Keep rooms clean and remember to throw away garbage.

iii. These rooms are for everyone. Do not lock the door or use personal items to occupy a space.

iv. The last person to leave should turn off power sources.

v. Personal items may not be stored in the room unless the room has been designated a storage area during summer and winter vacation. Anything stored in the rooms will be treated as garbage.

vi. Any behavior that could cause damage to the television, chairs, desks, or other property is prohibited. Violators will be held financially responsible.

vii. Anything not covered in the rules above will be handled in accordance with separate regulations for television rooms. In addition to being held financially liable for damaged property, repeated violations may result in a resident losing priority status when applying for residency the following semester. Serious violations will result in a resident being expelled from the dormitory and given a deadline to move out.

(8) Please see related regulations for the learning commons and private study rooms.

(9) Personal items may not be kept or stored in public spaces. Personal items stored in public areas will be treated as garbage. For additional information, please see the regulations of individual dormitories.

六、以上任何違反住宿公約者（依情節嚴重程度，可逐一處理懲罰）：

甲、由幹部口頭（或開單）告知違規寢室或個人改善；

乙、舍監或輔導員約談，並簽定切結書或悔過書；

丙、退宿處分（遭退宿處分者不予退費，並列入紀錄不得申請住宿）。

丁、若遇爭議事件（特殊事件），將由宿舍服務中心及宿舍管理人員組成專案小組評議。

6. Violations of any rules or regulations within this Residence Agreement will be handled as follows:(Based on the severity of the violation, more than one of the measures below may apply.)

1. The Self-Governing Residents' Association will provide an oral or written warning to the room or individual resident.

2. After a discussion with the Dormitory Supervisor or a counselor, the resident may sign an agreement or provide a written apology.

3. Expulsion from the dormitory. (Expulsions will be recorded. Expelled residents will not receive a refund, and will be barred from applying for residency in the future.)

4. The Dormitory Service Center and administrative staff will form an arbitration committee to handle disputes or special cases.

七、輔仁大學學生宿舍管理辦法及輔仁大學學生獎懲辦法在本生活公約未明定者，亦適用於本宿舍。

7. Regulations from Fu Jen Catholic University Dormitory Management Regulations and Regulations Governing Rewards and Disciplinary Measures that are not expressly stipulated in the Residence Agreement are equally applicable.

八、本生活公約經宿舍服務中心主任核准後實施，修正時亦同。

8. This Agreement will be promulgated and implemented upon approval of the Director of the Dormitory Service Center. The same procedure will be followed for each amendment.