

國立高雄餐旅大學學生宿舍自治管理委員會設置要點

Guidelines for the Establishment of the Student Dormitory Self-Governance Management Committee of National Kaohsiung University of Hospitality and Tourism

115年1月20日114-1學期第2次學生事務會議審議通過

壹、總綱

I. General Principles

- 一、依國立高雄餐旅大學學生宿舍輔導暨管理要點，設國立高雄餐旅大學學生宿舍自治管理委員會（以下簡稱本會）。
 1. In accordance with the Student Dormitory Counseling and Management Guidelines of National Kaohsiung University of Hospitality and Tourism, the National Kaohsiung University of Hospitality and Tourism Student Dormitory Self-Governance Management Committee (hereinafter referred to as the Committee) is established.
- 二、本會以落實住宿生自治管理、提升住宿生生活品質及維護住宿生權益為宗旨。
 2. The association aims to implement self-governance for resident students, enhance their quality of life, and safeguard their rights.
- 三、本會為住宿生自治組織，對外代表全體會員，指導單位為學生事務處住宿輔導組。
 3. This association is a self-governing organization for resident students, representing all members externally, and is guided by the Residence Counseling Division of the Office of Student Affairs.
- 四、本會任務如下：
 4. The mission of our association is as follows:
 - (一)定期召開會議討論住宿反應問題，提昇住宿生活品質，增進住宿生福利。
 - 4.1 Regularly hold meetings to discuss accommodation feedback, improve the quality of residential life, and enhance the welfare of residents.
 - (二)學生宿舍住宿生日常生活公約訂定與修正。
 - 4.2 Establishment and Revision of Daily Life Regulations for Student Dormitory Accommodation.
 - (三)宿舍日常生活秩序及環境清潔之管理。
 - 4.3 Management of Daily Dormitory Life Order and Environmental Cleanliness.
 - (四)辦理凝聚住宿生向心力及身心健康之活動。
 - 4.4 Organize activities to foster cohesion and promote the physical and mental well-being of resident students.
 - (五)建立本會各項工作檔案。
 - 4.5 Establish various work files for this association.
 - (六)辦理住宿生遷入（出）事宜。
 - 4.6 Handling matters related to boarding student move-in (or move-out).
 - (七)辦理本會改選及各項交接事宜。
 - 4.7 Handle the association's re-election and various handover

matters.

貳、本會組織與成員

II. Organization and Members of the Association

一、本會設置會長一人、副會長三人；每棟宿舍四位樓長幹部代表，任期為一學年；另設自治委員若干人，由各系推舉住宿生代表一名擔任，研究所及外籍生則各推舉一名住宿生代表擔任之，全體自治委員組成，各性別委員數不得低於委員總數三分之一。

1. The association shall have one president and three vice presidents; each dormitory building shall have four floor leader representatives, with a term of one academic year; additionally, a number of self-governing committee members shall be appointed, with each department electing one resident student representative, and graduate and international students each electing one resident student representative. All self-governing committee members together form the committee, and the number of members of each gender shall not be less than one-third of the total number of committee members.

二、會長、副會長及各樓層輔導幹部之資格與派任：

2. Qualifications and Appointments of the President, Vice President, and Floor Counseling Officers:

(一)最近一學期學業成績七十分(含)以上，操行成績八十分(含)以上。

2.1 In the most recent semester, academic grades of 70 or above, and conduct grades of 80 or above.

(二)未受大過(含)以上之校規處分。

2.2 No major (or above) school disciplinary actions received.

(三)會長以高年級住宿生擔任為原則，遇無適當人選，亦可由曾任宿舍幹部之較低年級住宿生擔任。

2.3 The president is, in principle, to be selected from senior-year dormitory residents; if there is no suitable candidate, a lower-year dormitory resident who has previously served as a dormitory officer may also be appointed.

(四)新任會長採甄選方式產生，新學年新任會長，每年五月由本會公告，現任幹部自由報名甄選，由原會長、副會長、宿舍輔導人員及住宿輔導組組長，面試產生建議名單後，簽請學務長核定並公布。

2.4 The new president is selected through a screening process. Each new academic year, the newly appointed president is announced by our association in May. Current officers can freely apply for the selection. After interviews conducted by the former president, vice president, dormitory counselors, and the head of the dormitory guidance team, a recommended list is created, submitted for approval by the Dean of Student Affairs, and then announced.

(五)本會設有後勤冰箱、後勤維修、行政假單、行政服學、行政勞掃及文書等六組，組長由會長指派擔任。

2.5 The association has six groups: Logistics Refrigerator, Logistics Maintenance, Administrative Leave Forms, Administrative Uniform

Training, Administrative Labor and Cleaning, and Documentation, with group leaders appointed by the president.

三、本會幹部職掌如下：

3. The responsibilities of the association's officers are as follows:

(一)會長

3.1 President

1. 承宿舍輔導人員指導，領導自治幹部，推動本會各項工作及規定。

3.1.1 Under the guidance of the dormitory counselor, lead the self-governing officers and promote the association's various tasks and regulations.

2. 代表住宿生出席學校相關會議。

3.1.2 Represents boarding students attending school-related meetings.

3. 適時反映及解決會員問題，提出宿舍興革意見。

3.1.3 Timely reflect and resolve member issues, and provide suggestions for dormitory improvements.

4. 籌劃宿舍會員聯誼活動，執行各項年度計畫。

3.1.4 Plan dormitory member social activities and execute various annual plans.

5. 每學期辦理宿舍幹部考核。

3.1.5 Conduct dormitory officer evaluations every semester.

6. 召開會員大會。

3.1.6 Call a general meeting of members.

7. 臨時交辦事項。

3.1.7 Temporary assignments.

(二)副會長

3.2 Vice President

1. 協助會長推動學生宿舍各項工作。會長因故不能執行職務時，由會長指定一位副會長代理。

3.2.1 Assist the president in promoting various tasks related to the student dormitory. If the president is unable to perform their duties, a vice president designated by the president will act as a substitute.

2. 規劃學期初(末)住宿生入住及遷出事宜。

3.2.2 Plan for the accommodation and check-out procedures of students at the beginning (end) of the semester.

3. 巡視各樓層秩序及違規事件。

3.2.3 Inspect the order on each floor and address violations.

4. 督導輔導幹部工作執行及考核事宜。

3.2.4 Supervise and evaluate the performance of the counseling officers.

5. 臨時交辦事項宜。

3.2.5 Temporary assignments.

(三)樓長

3.3 Building manager

1. 綜理該樓層各項事宜，並清查每日晚點名人數。
 - 3.3.1 Oversee various matters on the floor and check the nightly roll call attendance.
 2. 督導負責樓層整潔及秩序維護事宜。
 - 3.3.2 Supervise the cleanliness and order maintenance of the assigned floor.
 3. 編排寢室公共區域清潔輪值表。
 - 3.3.3 Arrange the cleaning duty schedule for common areas in the dormitory.
 4. 查察及處理各寢室違規事件。
 - 3.3.4 Inspect and handle violations in each dorm room.
 5. 協助寒、暑假離宿寢室驗收工作。
 - 3.3.5 Assist with the inspection of dorm rooms during winter and summer break check-outs.
 6. 臨時交辦事項。
 - 3.3.6 Temporary assignments.

(四)行政假單組

3.4 Administrative Leave Group

1. 彙整每日住宿生請假申請，確認請假系統填報情形。
 - 3.4.1 Consolidate daily leave applications from resident students and verify the status of the leave reporting system.
 2. 追蹤學生請假期間的行蹤，若有逾期未歸或異常情況，需立即通報宿舍輔導人員並協助處理。
 - 3.4.2 Track the whereabouts of students during their leave. If there is a delay in returning or any abnormal situation, immediately report it to the dormitory counselors and assist in handling the matter.
 3. 彙整住宿生請假狀況，定期寄發家屬聯繫函。
 - 3.4.3 Compile the leave status of resident students and regularly send family contact letters.
 4. 臨時交辦事項。
 - 3.4.4 Temporary assignments.

(五)行政服學組

3.5 Administrative Service Management Group

1. 協助辦理住宿生服學執行情形管制。
 - 3.5.1 Assist in managing the implementation of accommodation student service attendance.
 2. 彙整逾時服學人員名冊，提交由宿舍輔導人員處置。
 - 3.5.2 Compile the list of overdue service learners and submit it for processing by the dormitory counseling staff.
 3. 臨時交辦事項。
 - 3.5.3 Temporary assignments.

(六)行政勞掃組

3.6 Administrative Labor Cleaning Group

1. 協助辦理住宿生公區勞掃執行情形管制。
 - 3.6.1 Assist in the management of cleaning execution in public areas for resident students.
 2. 負責宿舍公區勞掃檢查作業。
 - 3.6.2 Responsible for the inspection of cleaning operations in public areas of the dormitory.
 3. 臨時交辦事項。
 - 3.6.3 Temporary assignments.

(七)文書組

3.7 Document Group

1. 繕打會議記錄。
 - 3.7.1 Typing meeting minutes.
 2. 會議照片拍攝。
 - 3.7.2 Taking meeting photos.
 3. 海報及會議資料印製。
 - 3.7.3 Printing posters and meeting materials.
 4. 協助宿舍宣導事項相關資料翻譯事宜。
 - 3.7.4 Assisting with the translation of dormitory-related promotional materials.
 5. 臨時交辦事項。
 - 3.7.5 Temporary assignments.

(八)後勤冰箱組

3.8 Logistics Refrigerator Group

1. 管理樓層冰箱使用情形。
 - 3.7.1 Manage the usage of refrigerators on the floor.
 2. 查察及處理樓層冰箱違規事件。
 - 3.7.2 Inspect and handle violations related to floor refrigerators.
 3. 臨時交辦事項。
 - 3.7.3 Temporary assignments.

(九)後勤維修組

3.9 Logistics Maintenance Group

1. 彙整每日住宿生報修申請，並上系統進行報修。
 - 3.9.1 Compile daily student accommodation repair requests and enter them into the system for repair.
 2. 協助宿舍輔導人員管制宿舍維修進度追蹤。
 - 3.9.2 Assist dormitory counselors in managing and tracking the progress of maintenance.
 3. 臨時交辦事項。
 - 3.9.3 Temporary assignments.

參、會議召開

III. The meeting will be held.

每學期召開一次宿舍自治管理委員會，負責相關法規審議；每月定期召開一次幹

部會議，經費由學生事務處住宿輔導組支付。

A Dormitory Self-Management Committee is held once each semester, responsible for reviewing related regulations; a regular staff meeting is held once a month, with funding provided by the Student Affairs Office, Accommodation Guidance Section.

肆、附則

IV. Appendix

- 一、本會指導老師由學生事務處住宿輔導組派員擔任。
 1. The advisors of this association are appointed by the Student Affairs Office's Dormitory Counseling Group.
- 二、本會之各項決議與學校相關規定抵觸者無效。
 2. Any resolutions of this association that conflict with relevant school regulations are invalid.
- 三、本組織辦法經本會自治管理委員會議通過，送學生事務會議核定後施行，修正時亦同。
 3. The organizational regulations of this association are passed by the Autonomous Management Committee of this association, approved by the Student Affairs Meeting, and then implemented. The same procedure applies to any amendments.