

# 中國醫藥大學北港分部學生宿舍遲歸(早出)輔導規則

## China Medical University Beigang Campus Dormitory Late Return (Early Leave) Counseling Regulations

中華民國 114 年 2 月 26 日北港分部行政會議通過

### 一、目的

#### Purpose

本規則依據「中國醫藥大學北港分部宿舍生活輔導要點」第四點訂定，以培養住宿學生守時及紀律觀念，建立正常之宿舍生活。

These regulations are formulated based on Article 4 of the 'Dormitory Counseling Guidelines of CMU Beigang Campus' to instill punctuality and discipline among resident students and to establish a proper dormitory routine.

### 二、適用對象

#### Scope of Application

每日晚間 11 時 59 分至翌日凌晨 6 時進出宿舍之學生。

Students who enter or leave the dormitory between 11:59 PM and 6:00 AM.

### 三、處理方式

#### Handling Procedure

由宿舍管理員每週查閱學生刷卡記錄，通知違規學生填寫遲歸(早出)紀錄單，並應於收到通知次日中午前，攜帶相關佐證文件至警衛室完成查驗手續，逾期未辦理者以違規一次論處。

The dormitory staff will check card-swipe records weekly. Students who violate the curfew will be notified to complete a late return (or early leave) record form. They must

bring supporting documents to the security office by noon the next day. Late submission will count as one violation.

#### 四、違規處理原則：

##### Violation Handling Guidelines:

(一) 每次進出以一項違規計算。

(二) 未事先報備、違規進出且無法提出佐證資料者，依違規次數進行輔導：

1. 第一次：提醒學生應自主管理並予以口頭警告。

2. 第二次：通知導師進行個別晤談。

3. 第三次：通知導師及家長共同輔導。

4. 第四次：通知導師、系主任及家長，並須完成校內勞作服務一小時。

5. 第五次以上：通知導師、系主任及家長，並須完成校內勞作服務二小時，違規次數每增加一次，增加勞作服務一小時。

(三) 已事先報備或獲宿舍管理員核准，或能提出突發狀況之證明者，雖不列為違規紀錄，仍應完成警衛室之查驗手續。

Each curfew violation (entry or exit) counts as one infraction.

Students who fail to report in advance, violate curfew, and lack valid documentation will receive counseling based on the number of violations:

First violation: Verbal warning and self-management reminder.

Second violation: Advisor notified for one-on-one counseling.

Third violation: Advisor and parents notified for joint counseling.

Fourth violation: Advisor, department head, and parents notified; student must complete 1 hour of on-campus service.

Fifth and subsequent violations: Same as fourth violation, plus 2 hours of service; one additional hour for each further violation.

Students who report in advance, obtain dorm manager approval, or provide proof of emergencies will not be penalized but must still complete security verification procedures.

## 五、實施

### Implementation

本規則經北港分部行政會議通過後實施，修正時亦同。

These regulations shall take effect after approval by the Beigang Campus Administrative Meeting. Amendments shall follow the same procedure.