

# 國立高雄大學學生宿舍幹部管理要點

103.06.09本校第廿六次學務會議修正通過

## Management Guidelines for National University of Kaohsiung Dormitory Coordinators

Amended and passed by this school's Twenty-sixth Student Affairs Meeting on June 9, 2014.

第一條 為鼓勵住校學生服務住校同學，並培養領導能力，以提升宿舍服務品質，促使學生宿舍管理更臻完善，特訂定「國立高雄大學學生宿舍幹部服務績效評核要點」（以下簡稱本要點）。

Article 1. The Meeting has uniquely established the “Guidelines for National University of Kaohsiung Dormitory Coordinator Service Performance Assessment” (hereafter abbreviated as these guidelines) to encourage students living on campus to serve other students in the dormitory and cultivate leadership abilities in order to improve the quality of dormitory service and management.

第二條 本要點依據國立高雄大學（以下簡稱本校）學生宿舍管理辦法第32條訂定之。

Article 2. These guidelines are established on the basis of this school's Student Dormitory Regulations Article 32.

第三條 本校學生宿舍各區設置宿舍幹部一人，協助學務處生活輔導組（以下簡稱生輔組）執行宿舍管理工作。

一、擔任宿舍幹部者具有優先住宿權利。

二、宿舍幹部遭解除或失去宿舍幹部身份時，即失去優先住宿權，生輔組應

依本校學生宿舍管理辦法第二十三條勒令辦理退宿事宜。

Article 3. One dormitory coordinator will be placed in each section of the dormitory in order to assist the Division of Student Affairs Student Counseling Office in undertaking dormitory management.

1. Dormitory coordinators will have priority with respect to dormitory accommodation.
2. If a coordinator is removed, or loses his or her position as coordinator, he or she shall no longer have priority, and the Student Counseling Office will undertake eviction procedures based on Article 23 of this school's Student Dormitory Regulations.

第四條 報名資格：本校大學部學生，品德端正，可配合宿舍管理及服務工作執行者。

Article 4. Prerequisites for Applying to Position: Must be an undergraduate student of this university with outstanding moral character who is willing to assist in dormitory management and undertake duties of service.

第五條 學生宿舍幹部之產生：

一、經生輔組書面審查合格者，方可參加複試。

二、複試依「國立高雄大學學生宿舍幹部甄選評分表」辦理評選事宜。

Article 5. Selection of dormitory coordinators:

1. Those who pass the Student Counseling Office's written review may take part in a second examination.
2. After the second round, coordinators will be chosen based on the "National University of Kaohsiung Dormitory Coordinator Selection Scoring Table."

第六條 學生宿舍幹部任免：

- 一、任期為一學期，服務良好經評核通過者，得連任之。
- 二、違反職責、本校學生獎懲辦法及學生住宿相關規定者，經生輔組評核後，可隨時解除職務。

Article 6. Further Appointment and Removal of Dormitory Coordinators:

1. After one semester's appointment, those who have served well and have received sufficiently high assessment scores may continue to serve.
2. Those who violate their responsibilities will be subject to this school's rules concerning incentive and disciplinary measures, as well as relevant dormitory regulations. After assessment by the Student Counseling Office, the coordinator may be removed immediately.

第七條 生輔組每週召開一次宿舍幹部會議，以利宿舍管理工作與策進。

Article 7. The Student Counseling Office shall call a dormitory coordinator meeting each week for the betterment of dormitory management and policies.

第八條 學生宿舍幹部職責：

- 一、了解及執行宿舍相關管理辦法及規定。
- 二、擔任住宿生與宿舍管理單位溝通協調之橋樑。
- 三、負責安全、秩序維持，協助住宿生糾紛調解及偶發事件處理。
- 四、負責調查與處理住宿學生違規事件。
- 五、負責規劃清潔服務區域與檢查維護。
- 六、參加宿舍辦理相關會議、訓練、研習及活動；並負責推動住宿學習相關活動與事務。

七、負責進住及退宿等相關事宜。

八、負責相關宿舍資訊傳達及回覆、包裹信件發送、平假日輪值等管理與服務工作。

九、負責平日住宿生訪視與關懷。

十、其他臨時交辦事項。

Article 8. Dormitory Coordinator responsibilities:

1. Understand and implement relevant regulations concerning dormitory management.
2. Serve as a go-between to facilitate communication between students and the dormitory management unit.
3. Be responsible for the maintenance of safety and order, in addition to resolving disputes between students and handling incidental occurrences.
4. Investigate and handle student violations of regulations.
5. Be responsible for planning the sanitation in service areas, as well as inspections, and maintenance.
6. Participate in meetings, training, education and activities concerning dormitory management, in addition to promoting activities and events related to dormitory education.
7. Be responsible for matters related to check-in and check-out.
8. Be responsible for conveying relevant information for the dormitory, as well as replies, deliver letters and packages to residents, take part in rotating shifts on weekdays, weekends, and holidays, as well as other management duties and items related to management and service.
9. Be responsible for attending to and caring for students.
10. Other issues which may arise without notice.

第九條 宿舍幹部服務績效評核：

- 一、宿舍幹部服務績效由生輔組、學宿會、住宿生共同依「國立高雄大學學生宿舍幹部服務績效考核表」評定之。

二、評核應於每學期第八週及第十五週實施，做為續任考評及工讀金發放之依據。

三、考核方式：

(一) 樓層住宿生以網路投票實施評分 ( 佔10% )。

(二) 學宿會 ( 20% )。

(三) 生活輔導組 ( 佔70% )。

四、考核等第區分為優等、甲等、乙等、丙等及丁等，五等第獎勵如下：

(一) 優等：90分至100分 ( 每學期核予工讀金100小時 )。

(二) 甲等：80分至89分 ( 每學期核予工讀金80小時 )。

(三) 乙等：70分至79分 ( 每學期核予工讀金55小時 )。

(四) 丙等：60分至69分 ( 每學期核予工讀金40小時 )。

(五) 丁等：60分以下，不予發給工讀金並解除職務。

Article 9. Dormitory Coordinator Service Performance Assessment:

1. Dormitory coordinators are all assessed by the Student Counseling Office, Dormitory Life Self-Regulation Committee, and resident students on the basis of the National University of Kaohsiung Dormitory Coordinator Service Performance Evaluation Form.
2. Evaluations shall be performed in the eighth and fifteenth weeks of every semester and serve as a basis in whether or not a coordinator will continue to serve, in addition to whether or not a work study grant will be granted.
3. Assessment method:
  - (1) Boarding students score coordinators by voting online (10%).
  - (2) Dormitory Life Self-Regulation Committee (20%).

(3) Student Counseling Office (70%).

4. Those who pass assessment are ranked in order into 5 levels: “excellent,” “first level,” “second level,” “third level,” and “fourth level.” Rewards for the 5 rankings are as follows:

- (1) Excellent: 90 to 100 points (100-hour work study grant each semester)
- (2) First Level: 80 to 89 points (80-hour work study grant each semester)
- (3) Second Level: 70 to 79 points (55-hour work study grant each semester)
- (4) Third Level: 60 to 69 points (40-hour work study grant each semester)
- (5) Fourth Level: Under 60 points (does not receive any work study grant and is terminated).

第十條 經費來源：由學生宿舍相關經費項下支應。

Article 10. Source of Funding: Dormitory management related funding.

第十一條本要點經學生事務會議通過，陳請校長核定後公布施行，修正時亦同。

Article 11. These regulations are implemented after being passed by the Student Affairs Meeting and approved by the President. The same procedures shall apply to amendments which may arise.