

## 國立成功大學校園菸害防制管理要點

### National Cheng Kung University Management Directions for Tobacco Hazards Prevention and Control

112 年 5 月 10 日第 217 次行政會議通過/修正通過  
Amended and approved at the 217th administrative meeting on May 10, 2023

一、國立成功大學（以下簡稱本校）為防制菸害，保障教職員工生健康，並維護本校空氣品質，依據菸害防制法、學校衛生法及教育部校園菸害防制實施計畫，訂定本要點。

1. The National Cheng Kung University Management Directions for Tobacco Hazards Prevention and Control (hereafter “the Directions”) are established by National Cheng Kung University (NCKU) to prevent and control tobacco hazards, safeguard the health of faculty members, staff members, and students, and ensure on-campus air quality in accord with the Tobacco Hazards Prevention Act, the School Health Act, and the Ministry of Education’s Tobacco Control Project.

二、本要點用詞，定義如下：

2. The terms used in the Directions are defined as follows

(一) 菸品：指全部或部分以菸草或其他含有尼古丁之天然植物為原料，製成可供吸用、嚼用、含用、聞用或以其他方式使用之紙菸、菸絲、雪茄及其他菸品。

(1) Tobacco product: Paper cigarettes, cut tobacco, cigars, and other tobacco products entirely or partly made of the leaf tobacco or nicotine-containing natural plants for smoking, chewing, sucking, snuffing, or other methods of consuming.

(二) 類菸品：指以菸品原料以外之物料，或以改變菸品原料物理性態之物料製成，得使人模仿菸品使用之尼古丁或非尼古丁之電子或非電子傳送組合物及其他相類產品。

(2) Imitation tobacco product: Electronic or non-electronic nicotine or non-nicotine delivery systems and other similar products that are made of materials other than

tobacco product raw materials or physically-changed tobacco product raw materials and are intended for imitating tobacco product consumption.

(三) 吸菸：指吸用、嚼用、含用、聞用或以其他方式使用菸品之行為。

(3) Smoking: The act of smoking, chewing, sucking, snuffing, or other methods of consuming tobacco products.

三、本要點適用對象，為本校全體教職員工生及進入本校各校區之所有廠商、來賓及訪客等人員。

3. The Directions are applicable to all NCKU faculty members, staff members, students, and all vendors, guests, and visitors on NCKU campuses.

四、本校各校區及校園周邊圍牆外與道路水溝蓋中間區域(包含人行道)之室內外場所，全面禁止吸菸與使用類菸品。

4. Smoking and using tobacco-like products are prohibited in outdoor areas on all NCKU campuses, in all areas within the campus boundaries, and along roadsides (including the sidewalk).

五、本校校園內所有商店及自動販賣機，不得販售菸品或與吸菸有關之器物，亦不得以任何形式張貼菸品宣傳廣告。

5. Selling and advertising tobacco products or smoking-related objects are prohibited at all shops and vending machines on NCKU campuses.

六、本校各單位權責如下：

6. The following describes the responsibilities of each NCKU unit:

(一) 環境保護暨安全衛生中心之衛生保健組：

(1) Health Center, Center for Environmental Protection, Occupational Safety and Health

1. 負責相關規範之研擬、修正及發布。

i. Formulate, amend, and promulgate related regulations.

2. 配合教育部政策，擬定與推動校園菸害防制之衛生教育與宣導計畫。

ii. Develop and implement health education and promotion programs for campus tobacco hazards prevention and control as per the Ministry of Education's policies.

3. 提供戒菸轉介資訊等服務。

iii. Provide referral services for smoking cessation.

(二) 學生事務處：

(2) Office of Student Affairs

1. 住宿服務組：

i. Housing Service Division

(1) 配合政策推動宿舍區內菸害防制之衛生教育與宣導計畫。

(a) Implement health education and promotion programs in NCKU dormitories for tobacco hazards prevention and control as per government policies.

(2) 宿舍區內吸菸行為之規勸與制止。

(b) Inform people that they must not smoke in NCKU dormitories; interdict those who violate this rule.

(3) 管理宿舍區內商店、自動販賣機，不得販售菸品及與吸菸有關之器物，亦不得以任何形式張貼菸品宣傳廣告。

(c) Ensure that tobacco products and smoking-related objects are not sold in any form or advertised at all shops or vending machines in NCKU dormitories.

2. 學生活動發展組：

ii. Student Development and Activities Division

(1) 配合政策推動學生活動中心之衛生教育與宣導計畫。

(a) Implement health education and promotion programs for the NCKU Student Activity Center as per government policies.

(2) 學生活動中心內吸菸行為之規勸與制止。

(b) Inform people that they must not smoke in the NCKU Student Activity Center; interdict those who violate this rule.

(3) 管理學生社團及活動海報，不得以任何形式張貼菸品宣傳相關內容。

(c) Ensure that tobacco products in any form are not advertised by student clubs or on event posters.

(4) 擬定與學生及社團相關之禁菸規則，要求活動主辦單位或人員遵守，並對吸菸行為予以制止。

(d) Develop no-smoking rules for student and student clubs; require all event organizers and staff to comply with the rules; and interdict those who smoke.

### 3. 軍訓室：

#### iii. Military Training Division

本校學生吸菸行為經規勸與制止無效時的後續處理。

Take necessary actions to handle situations where students fail to comply with the no-smoking rule or a request to stop smoking.

### (三) 總務處

#### (3) Office of General Affairs

1. 所轄場地吸菸行為之規勸與制止。

i. Inform people that they must not smoke in places under the jurisdiction of the Office of General Affairs; interdict those who violate this rule.

2. 於本校自動販賣機設置、採購及出租案等相關契約規範及工作內容，納入本要點之相關規定。

ii. Ensure that contractual terms and work requirements for the establishment, procurement, and rental of vending machines on all NCKU campuses comply with the requirements set forth in the Direction.

3. 管理全校場地商店及自動販賣機，不得販售菸品或吸菸有關之器物，亦不得以任何形式張貼菸品宣傳廣告。

iii. Ensure that tobacco products and smoking-related objects in any form are not sold or advertised in any shop or vending machines on NCKU campuses.

4. 校區內外公共設施或區域禁菸標誌、標線或設施之設立。

iv. Place no-smoking signs, ground markings, or facilities at indoor and outdoor public facilities and areas across NCKU campuses.

5. 本校禁菸海報及標誌之設計。

v. Design no-smoking posters and signs for NCKU.

(四) 秘書室駐衛警察隊

(4) Campus Security Squad Division, Secretariat Office

1. 於校園執行巡邏勤務，發現吸菸行為時，應予規勸、制止與舉發。

i. Conduct NCKU campus patrols to interdict and report people who are smoking on the campuses.

2. 接獲舉報校內發生人員吸菸且不聽勸，協助進行勸導。情節嚴重者，依菸害防制法等規定，通報主管機關。

ii. Resolve reports of people who fail to comply with a request to stop smoking. Flagrant violators of the no-smoking rules shall be reported to the competent authority as per the Tobacco Hazards Prevention Act.

(五) 國際事務處境外生與學人事務組

(5) Division of Overseas Students and Scholars Services, Office of International Affairs

1. 配合政策推動境外生及境外學人之菸害衛生教育與宣導計畫。

i. Implement health education and promotion programs on tobacco hazards for overseas students and scholars as per government policies.

2. 境外生及境外學人吸菸行為之規勸與輔導。

ii. Advise and educate overseas students and scholars who smoke.

(六) 教務處體育室

(6) Physical Education Office, Office of Academic Affairs

1. 所轄運動場館內、外吸菸行為之規勸與制止，吸菸行為經規勸、制止無效者，應通報駐衛警察隊協助勸離校區範圍。
  - i. Interdict people who are smoking inside or outside sports venues under its authority. Those who fail to comply with a request shall be reported to the Campus Security Squad Division, who will then ask them to leave NCKU campuses.
2. 檢視轄下運動場館自動販賣機，不得販售菸品或與吸菸有關之器物，亦不得以任何形式張貼菸品宣傳廣告。
  - ii. Ensure that tobacco products and smoking-related objects in any form are not sold or advertised in the vending machines at sports venues under its authority.

(七) 圖書館

(7) Library

1. 館內吸菸行為之規勸與制止。
  - i. Interdict people who are smoking in the library.
2. 管理館內閱覽場地自動販賣機，不得販售菸品或及吸菸有關之器物，亦不得以任何形式張貼菸品宣傳廣告。
  - ii. Ensure that tobacco products and smoking-related objects in any form are not sold or advertised in the vending machines or library.
3. 訂定有圖書館禁菸規則，要求來館人員遵守，並對吸菸行為進行制止。
  - iii. Establish no-smoking rules for the library, require all library visitors to comply with the rules, and interdict those who smoke.

(八) 本校各一、二級單位：

(8) Any Level 1 or Level 2 unit

1. 配合政策推動菸害防制之衛生教育與宣導計畫。
  - i. Implement health education and promotion programs for tobacco hazards prevention and control as per government policies.

2. 所屬系館、單位及場地吸菸行為之規勸、制止及輔導。

ii. Interdict people who are smoking in a particular department, unit, or place under its authority.

3. 管理所屬系館、單位及場地自動販賣機，不得販售菸品或與吸菸有關之器物，亦不得以任何形式張貼菸品宣傳廣告。

iii. Ensure that tobacco products and smoking-related objects in any form are not sold or advertised in the vending machines or any particular department, unit, or place under its authority.

4. 於所屬建築物所有入口處設置明顯禁菸標示，並不得供應與吸菸有關之器物。

iv. Post no-smoking signs at the entrances of all buildings under its authority and ensure that no smoking-related objects are available therein.

(九) 校園活動或設施等之主辦或發包單位：

(9) NCKU event or facility organizer or contractor

1. 管理承包之餐廳、商店、攤位或自動販賣機，不得販售菸品及與吸菸有關之器物，亦不得以任何形式張貼菸品宣傳廣告。

i. Ensure that tobacco products and smoking-related objects in any form are not sold or advertised in the restaurants, shops, stalls, or vending machines it manages.

2. 活動或設施外包廠商或工作人員吸菸行為之規勸與制止。

ii. Interdict event or facility contractors or staff thereof who are smoking.

3. 於本校辦理各項活動之外包廠商與其工作人員，應遵守本要點。

iii. Require NCKU event contractors and staff thereof to comply with the Directions.

(十) 全體教職員工生：

(10) All NCKU faculty members, staff members, and students

1. 確實遵守本要點之規範。

i. Comply with the Directions.

2. 違規吸菸者，應予勸阻或通報駐衛警察隊處理。

ii. Violators of the Directions shall be required to stop smoking or reported to the Campus Security Squad Division for further action.

七、於校內違規吸菸，經勸導、制止仍拒不合作者：

7. Violators of the Directions who fail to comply with a demand to stop smoking

(一) 違規學生經舉發後，通報所屬院系所主管予以輔導，並得視情節輕重，依學生獎懲相關規定議處。

(1) Students who violate the Directions shall be reported to the head of their college, department, or institute. The head will provide necessary corrective education and may, depending on the seriousness of the violation, impose appropriate penalties on the student as per NCKU's student rewards and penalties regulations.

(二) 違規教職員工經舉發後，通報所屬單位主管予以規勸，並得視情節輕重，報請人事室或總務處依相關規定議處。

(2) Faculty or staff members who are reported to have violated the Directions shall be reported to their supervisors, who will provide necessary corrective education and may, depending on the seriousness of violation, report the violators to the Personnel Office or Office of General Affairs for imposition of appropriate penalties under the applicable NCKU regulations.

(三) 前兩款人員或校外人士違規吸菸經勸阻無效者，通報駐衛警察隊協助，並依菸害防制法通報主管機關裁罰。

(3) Violators described in the preceding two paragraphs or individuals unaffiliated with NCKU who fail to comply with a request to stop smoking shall be reported to the Campus Security Squad Division for further action and to the competent authority for imposition of penalties under the Tobacco Hazards Prevention Act.



八、本校教職員工生違反菸害防制法等規定，致受有罰鍰等處分，由行為人自行負責；違規場地，則由該場所主管或使用單位負責。

8. NCKU faculty members, staff members, and students shall be liable for any fines imposed due to their violation of the Tobacco Hazards Prevention Act or related regulations. The responsible party, namely the manager(s), of a particular venue subject to these Directions shall be liable for the penalties in the event of a violation occurring at their venue.

九、菸害違規通報方式：

9. Reporting violations of the Directions

(一)本校學生違規吸菸經勸導無效時，請致電所屬院系所或軍訓室(06-2757575-55555)協助。

(1) To report a student violation of the Directions and failure to comply with a request to stop smoking, please contact the student's affiliated college, department, or institute or the Military Training Office at 06-2757575-55555.

(二)本校教職員工或校外人士違規吸菸經勸導無效時，請致電駐警隊(06-2757575-66666)協助。

(2) To report a violation of the Directions and failure to comply with a request to stop smoking by faculty members, staff members, or individuals unaffiliated with NCKU, please call the Campus Security Squad Division at 06-2757575-66666.

(三)向菸害申訴中心免付費電話(0800-531531)檢舉，或就近向衛生局舉發。

(3) You may also call the Complaints on Tobacco Hazards Hotline at 0800-531531 or your local health center to report violations.

十、本要點未盡事項，依菸害防制法及其他相關規定辦理。

10. For matters not addressed in the Directions, they shall be handled as per the Tobacco Hazards Prevention Act and related regulations.

十一、本要點經行政會議通過後實施，修正時亦同。

11. The Directions and all amendments thereto shall be implemented after approval at the administrative meeting.

**These regulations were translated from the original Chinese. In the event of any discrepancies between the two versions, the Chinese always takes precedence.**