

國立臺灣師範大學學生宿舍管理要點

Regulations for Student Dormitory Management

National Taiwan Normal University

106年5月3日105學年度第2次總務會議通過
Passed in the 2nd General Affairs Meeting of the 106 Academic Year, May 3, 2017
106年10月11日106學年度第1次總務會議修訂通過
Amended and passed in the 1st General Affairs Meeting of the 106 Academic Year, October 11, 2017
107年5月9日106學年度第2次總務會議修訂通過
Amended and passed in the 2nd General Affairs Meeting of the 107 Academic Year, May 9, 2018
108年5月1日107學年度第2次總務會議修訂通過
Amended and passed in the 2nd General Affairs Meeting of the 208 Academic Year, May 1, 2019
110年5月5日109學年度第2次總務會議修訂通過
Amended and passed in the 2nd General Affairs Meeting of the 110 Academic Year, May 5, 2021

一、目的

I. Purpose:

本要點訂定目的在確立學生宿舍管理組織及住宿申請、核配、進住、退宿、內務生活、考核及獎懲，以為行為之準據。

This “Regulations for Student Dormitory Management” is stipulated to establish student dormitory managerial organization and to set guidelines for housing application, admission, assignment, check-in, check-out, housekeeping, evaluation, and rewards and punishments.

二、學生宿舍管理中心組織及職掌

II. Organization and responsibility of Student Housing Office

- (一) 學生宿舍管理中心於總務長指導下，策訂宿舍管理計劃、實施學生住校申請調查及分配，並行督導與考核。
 - (I) The Student Housing Office (SHO), under the guidance of the Vice President for General Affairs, is to formulate housing managerial plans, to review student housing applications and assignments, and to supervise and evaluate the mentioned processes.
- (二) 學生宿舍管理中心設置行政人員、經理、管理員與技工若干名，執行宿舍行政事務工作。
 - (II) The Student Housing Office is staffed with administrative personnel, dorm managers, caretakers, and technicians for all dormitory affairs.
- (三) 學生宿舍管理中心負責學生宿舍修繕保養、清潔外包、垃圾清理及水電用品供應之招商簽約等任務，人員執掌依中心需要訂定。
 - (III) The Student Housing Office is responsible for the outsourcing or sub-contracting of repairs and maintenance, cleaning service, garbage removal, and water and electricity supply. The personnel is designated in response to the needs of the Office.
- (四) 學生宿舍管理中心指導住宿生設置學生宿舍委員會，宿舍建立學生自治制度，由學生宿舍管理中心指導，協助維護宿舍寢室之公共安全、衛生與秩序，並以謀取學生膳宿福利事宜，提升生活品質為目的。學生宿舍委員會組織章程另訂之。

- (IV) The Student Housing Office guides boarding students to organize a Student Dormitory Committee. The Committee is an autonomous organization under the guidance of the Student Housing Office to maintain public safety, health and order of the dormitory and to improve students welfare and living quality. The charter for Student Dormitory Committee is stipulated separately.

三、申請及分配

III. Application and assignment

(一)、住校標準

(I) Qualification for housing application

1. 本校學生（不含夜間及週末在職進修生）申請住宿，應於公告之規定期間內，向學生宿舍管理中心提出申請，並繳交或繳驗規定文件。學生宿舍管理中心受理後，學士班由低年級至高年級及研究生(碩、博)皆依下列順位，由電腦亂數序號分配宿舍。

The students (excluding extension school students and in-service learning program students) applying for accommodation should apply to the Student Housing Office with the required documents submitted or presented for inspection during the specified period announced. For the applications approved by the Student Housing Office, each applicant of bachelor degree seekers (from freshmen to senior year students) and the graduate students (master and doctoral degree seekers) will be assigned a sequence number randomly by the computer in the following order.

- (1) 第 1 順位：學士班 1 至 4 年級及研究生(碩、博)1 年級等外籍生與僑生、身心障礙學生(限第 2、3、7 類)、依宿舍相關法規獎勵之學生、領有縣市政府核發低收入戶或中低收入戶證明者。

First priority: Foreign students and Overseas Chinese students in the Freshman-Senior years and the first-year graduate students (master and doctoral), students with disabilities (limited to categories 2, 3, and 7), students awarded in accordance with relevant dormitory regulations, and students qualified and certified as from low-income or mid/low-income households by municipal or county governments.

- (2) 第 2 順位：凡全戶設籍並實際居住於臺北市、新北市（三芝、石門、金山、萬里、瑞芳、貢寮、雙溪、平溪、坪林、烏來等 10 區除外）以外之縣市 1 年以上、第 1 順位以外之外籍生與僑生、學校運動代表隊。學士班由低年級至高年級依序分配，研究生(碩、博)依新舊生電腦亂數序號分配。

Second priority: Students and their whole household register and actually live in a city or country other than Taipei City and New Taipei City (except 10 districts of Sanzhi, Shimen, Jinshan, Wanli, Ruifang, Gongliao, Shuangxi, Pingxi, Pinglin, and Wulai) for more than 1 year. Also qualified for second priority are foreign students and Overseas Chinese students not included in the first priority group. Students of the university sport teams are categorized in second priority. The dorm rooms are assigned to bachelor degree seekers in the order from freshmen to senior year students, and the dorm rooms are

assigned to graduate students (master and doctoral) randomly by computer.

(3) 第 3 順位：除第 1 與第 2 順位。

Third priority: Students not classified in first priority and second priority groups.

2. 自動退宿學生，該學年度內不得再行申請住校。申請住宿經核准且分配床位後，於規定時間內未繳住宿費者，視同自動退宿，並降低下學年住校標準順序 1 順位(新生保留學籍者除外)。

Students who check out the dormitory voluntarily during a academic year may not re-apply for dormitory accommodation in the same academic year again. Students approved and assigned with a dorm room, but failed to pay accommodation rent timely will be deemed as a voluntary surrender of tenancy. Also whose order will be declined 1-level down in priority for accommodation application in the next academic year (except for freshmen who retain their student status).

3. 凡經勒令退宿學生，就讀本校期間不得再申請學生宿舍。

Students who have been evicted from the dormitory will never be able to apply for student dormitory accommodation again.

4. 如為達住宿目的刻意遷移戶籍並無居住事實違規提升順位者，經審查屬實，則降為第 3 順位之末，以保障遠道住宿需求同學之權益。遷移戶籍後申請住宿者，應檢附家長或學生本人之「房屋所有權狀」或「法院公證的房屋租賃契約」或「實際居住證明書（須有村里辦公處或轄區派出所認證蓋章）」。

Students who deliberately relocate household registration for the purpose of gaining priority in applying accommodation without the fact of living in the registered household will be reclassified to the end of the Third Priority Group upon verification to protect the rights of all applicants. Students who apply for accommodation after relocating their household registration should submit the “House Ownership Certificate”, court-notorized “Lease Contract”, or “Certificate of Actual Residence (certified by Township Office or District Police Station)” of the parents or students.”

- (二) 申請核配與遞補：住校申請應依規定時間上網辦理，逾期申請者降至第 3 順位之末，核配結果於網站上公告，開學後有退宿或床位空出時，按原床位所屬類別（學士班、研究生）辦理遞補。

- (II) Application for approval and waiting-list: Students need to apply for dormitory accommodation online within the specified time. Applicants who file beyond the specified time will be down in priority to the end of the Third Priority. Results for dormitory application will be announced on the website. When there is a check-out or a vacancy available after the semester starts, it will be informed to the applicants based on the waiting list randomly assigned by computer originally according to the category (either bachelor or graduate students) .

- (三) 為維護住宿學生之健康與安全，凡首次申請住宿者，須在當學年度開學日起 3 週內，提供臺灣地區(臺澎金馬)體檢之紀錄表。未於規定期限內提供者，取消當學年度住宿資格。

- (III) To protect the health and safety of all boarding students, students who board the NTNU

dormitory at the first time must provide a physical examination report of Taiwan (including Taiwan, Penghu, Kinmen, and Matsu) within 3 weeks after the semester begins. Boarding students who fail to provide physical examination report timely will be disqualified accommodation for the current academic year as the time of assigning a room.

- (四) 患有法定傳染性疾病、精神疾病急性發作期有自我傷害或攻擊他人之安全疑慮或其他重病(視聽覺及肢體障礙除外)，短期內無法痊癒而有隔離必要或特殊治療者，不得申請住宿。但若確實有住宿需求者，應檢具公立醫院診斷書，專案報請核可後，始得申請住校。
- (IV) Students who suffer from statutory infectious diseases, mental diseases with the risk of self-inflicting injury or attacking others, or other serious illnesses (except for visual, auditory and physical impairments) that cannot be cured in a short time period and need to be quarantined or need special medical treatment are not allowed to apply for dormitory accommodation. However, students who indeed need dormitory accommodation shall present a public hospital diagnosis report for special approval before an application can be filed.
- (五) 如遇天災、傳染性疾病或有危害住宿安全之虞等重大事故，住宿生應無條件配合住宿床位之分配與調整。
- (V) In case of severe accidents, such as natural disasters, infectious diseases, or threats to the safety of the accommodation, the boarding students shall unconditionally cooperate with the allocation and adjustment of accommodation beds.
- (六) 申請住宿學生，有義務配合學生宿舍管理中心執行宿舍整體公共空間(含寢室內部)之修繕、清潔及各項安全檢查，並需配合必要之緊急處置。
- (VI) Boarding students are obliged to cooperate with the Student Housing Office to perform repair, cleaning, and all safety inspections of the dorm public space (including the interior of dorm rooms), and must cooperate with all necessary emergency measures.
- (七) 申請住宿期間以一學年為原則，分上、下學期繳費(費用不含寒、暑假)。
- (VII) The application to the dormitory accommodation is for one full academic year (excluding winter and summer breaks) with two installments of rent payment made in the first semester and the second semester.
- (八) 宿舍分配以法定性別為依據。
- (VIII) Dormitory allocation is based on legally defined gender.

四、進住、離校及退宿

IV. Check-in, leaving school, and check-out

- (一) 經通知核准住宿之學生，應於規定期限內，完成住宿費及住宿保證金繳交，逾期者視為自願放棄。完成繳費後，應依公告日期、床位至宿舍服務檯辦理報到進住，其床位未經許可，不得調換或轉讓他人，違者處以勒令退宿。
- (I) The boarding students assigned a room should pay rent and security deposit within the specified time. Those who fail to make payment on time will be deemed as a voluntary waiver of room assignment. Once rent and deposit payment is made, the boarding students shall report to the front desk of the dormitory for check-in according to SHO

announcement of time and dorm room. Without permission and pre-approval, the assigned boarding bed shall not be switched or transferred to others. Violators will be evicted from the dormitory.

- (二) 住宿生每人每學年及暑假須繳交住宿保證金新臺幣 1,500 元，寒假住宿保證金新臺幣 750 元，做為保障住宿之床位。進住宿舍後，對所分配使用之公物負有保管責任，對寢室室內及公共區域及環境負有維護整潔之義務。退宿時，住宿保證金扣繳項目依各宿舍規定辦理，且應配合學生宿舍管理中心公告之日程完成學年、寒假及暑假搬遷。未配合日程完成搬遷手續，除扣除其全部住宿保證金，並立即取消當學年度(含寒、暑假)及下學年度(含寒、暑假)住宿權。所遺留之物品由學生宿舍管理中心會同學生宿舍委員會幹部到場拍照後，通知合作清潔公司集中管理，7 日後逕以廢棄物處理，不負損害賠償責任。因上述原因被取消住宿權者，如已進住新學期(年)分配宿舍，須於 7 日內自行辦理退宿；經通知仍未於期限內搬離宿舍，改處以勒令退宿。
- (II) Each boarding student must pay a security deposit of NT\$1,500 per academic year and for summer break. For winter break, the security deposit is NT\$750. The boarding students are responsible for the custody and proper use of the assigned public property. They are also responsible for maintaining the cleanliness of dorm room, public area, and surrounding environment. The security deposit shall be handled in accordance with the dorm regulations at the time of check-out. Boarding students must check out the dormitory properly and orderly at the end of academic year, winter and summer breaks in accordance with rules and schedule to have security deposite back. If the boarding students fail to move out of the dormitory timely and properly, the security deposit will be withheld confiscated? and their right of dormitory accommodation for the current academic year (including winter and summer breaks) and the next academic year (including winter and summer breaks) will be revoked immediately. The personal belongings of the said boarding students will be placed under the keeping of the contracted cleaning service provider after co-checking and photo-taking by the Student Housing Offie and officers of Student Dormitory Committee. The indicated personal belongings will be held 7 days during which period the owner can clear procedure of check-out and have the personal belongings back. After 7 days, the personal belongins will be treated as waste, without being liable for damages. If the boarding students with the aforementioned violations have moved into an assigned room for the new semester, they must check-out the current dorm room within 7 days. If they fail to move out, a further notice of check-out will be issued. For those not checking out whthin the time limit of the notice, they will be evicted from the dormitory.
- (三) 畢業、退(休)學或退宿之學生，須於接奉核定通知後 7 日(僑、外籍生 14 日)內(含假日)完成退宿手續。未於期限內完成者，比照第二款辦理。
- (III) The boarding students who graduate, are expelled or suspended, or check out from the dormitory must complete check-out procedures within 7 days (14 days (including

holidays for overseas Chinese and foreign students) after being notified. Boarding students who fail to complete check-out procedure on time will be handled in accordance with the guidelines in Sub-paragraph (II) of this Article.

(四) 凡退宿學生必須繳清應繳費用及所借公物與鎖匙，損壞公物必須照價賠償。完成前述退宿手續後，始完成遷出手續。

(IV) Boarding students who check out from the dormitory must pay all fees in full, return all borrowed public property and room key, and pay for the damage to public property. Once all the above procedures are confirmed done, the check-out procedure will be considered done properly.

(五) 學生住宿收費標準如下：

(V) The student boarding room rent is charged as follows:

學生經核准住宿，自公告進住日期起 30 日內進住宿舍者，繳交住宿費全部。逾 30 日者，依實際住宿期間以年曆月份計算，首月份日期於第 1 至 15 日內以 1 個月計，第 16 至 31 日內以 0.5 個月計。

The qualified boarding students who check in within 30 days of the announced move-in date shall pay the full rent. The qualified boarding students who check in 30 days after the announced move-in date shall pay the rent proportionally to the actual calendar months of staying. For those check in from the first to the 15th day of the first month, the rent is charged for 1 full month. However for those who check in from the 16th to the 31st day of the first month, the rent is charged for one-half month.

(六) 學生辦理退宿時，相關退費規定如下：

(VI) The refund to the boarding students at the time of checking out is calculated as follows:

1. 上、下學期退宿：

Check-out in the 1st semester and 2nd semester:

(1)於 8 月 1 日前(含)及 1 月 1 日前(含)申請學期退宿者，退還所繳住宿費之全額，及住宿保證金 2 分之 1。

Boarding students who have applied for check-out for the semester before August 1 (included) and January 1 (included) will receive a full refund of the paid rent and one-half of the paid security deposit.

(2)於公告進住日期(不含當日)前，申請學期退宿者，退還所繳住宿費之全額，住宿保證金不予退還。

Boarding students who apply for check-out for the semester before the announced moving-in date (excluding the day) will receive a full refund of the paid rent, but not any of security deposit.

(3)於公告進住日 30 日內完成退宿者，退還所繳住宿費 4 分之 3。

Boarding students who complete check-out within 30 days of the announced moving-in date will receive a refund of three-quarters of the paid rent.

(4)逾公告進住日 30 日，至期中考前完成退宿者，退還所繳住宿費 2 分之 1；期中考後申請退宿者，已收取之住宿費，不予退還。

Boarding students who complete check-out beyond 30 days of the announced moving-in date, but before the mid-term exam, will receive a refund of one-

half of the paid rent. However, no refund of the paid rent will be made to the boarding students who complete check-out after mid-term exam week.

2. 暑期退宿：

Check-out in summer break:

(1)於公告進住日前(不含當日)申請退宿者，退還所繳住宿費之全額，住宿保證金不予退還。

Boarding students who apply for check-out before the announced moving-in date (excluding the day) will receive a full refund of the paid rent, but not any of security deposit.

(2)於公告進住日期(含當日)後申請退宿者，已繳之住宿費，不予退還。如因畢業、退(休)學，依第四點第三款退宿，7月31日前(含當日)申請退宿者，退還所繳住宿費2分之1。

No refund of the paid rent will be made to the boarding students who apply for check-out after the announced move-in date (including the day). Boarding students who apply for check-out before July 31 (including the day) for the reasons of graduation or being expelled (suspended) from school in accordance with Article IV, Sub-paragraph (III) will receive a refund of one-half of the paid rent.

3. 寒假退宿：

Check-out in winter break:

(1)於公告進住日前(不含當日)申請退宿者，退還所繳住宿費之全額，住宿保證金不予退還。

Boarding students who apply for check-out before the announced moving-in date (excluding the day) will receive a full refund of the paid rent, but not any of security deposit.

(2)於公告進住日期(含當日)後申請退宿者，已繳之住宿費，不予退還。

No refund of the paid rent will be made to the boarding students who apply for check-out after the announced move-in date (including the day).

4. 勒令退宿者，不退還所繳住宿費及住宿保證金。

No refund of the paid rent and security deposit will be made to the evicted boarding students.

(七) 已繳交住宿費學生辦理更換宿舍時，其退繳費規定如下：

(VII) The refund of the paid rent to the boarding students at the time of having a change of dorm room is calculated as follows:

1. 退費：同第六款規定。

Refund: Same as the rules stipulated in Sub-paragraph (VI);

2. 繳費：同第五款規定補繳差額。

Rent payment: The difference in rent amount between two dorm rooms is to be made up as the rules stipulated in Sub-paragraph (V).

(八)、每學年度進住及期末退宿日期，由學生宿舍管理中心公告之。

(VIII) The checking-in date of each academic year and the check-out date at the end of each

semester is to be announced by the Student Housing Office.

五、 住宿者應遵守宿舍規則

V. Boarding students must comply with the dormitory rules:

- (一) 借用寢室備份鑰匙及推車等公共設備(物品)，應填寫申請單並押借用人證件。
(I) Boarding students who want to borrow a spare dorm room key, cart, and other public equipment (objects) shall fill out an application form and impawn the borrower's ID.
- (二) 離開寢室應該關閉電源並鎖好門窗；不得有妨礙他人安寧之行為。
(II) Please turn off the power supply and lock the door and windows before leaving the dorm room. Do this by without interrupting the peace of others.
- (三) 禁止在宿舍指定停車區域外停放機車、腳踏車、或在公共區域堆放、懸掛物品，否則視為遺失物品並送相關單位處置。
(III) Boarding students shall not park scooters and bicycles outside the designated parking area of the dormitory. Do not pile up or hang objects in public areas other than the designated areas. Otherwise, the scooters, bikes, or objects will be deemed as lost items to be handled or disposed of by responsible units.
- (四) 於規範之特定區域（如曬衣場、曬衣間）晾曬衣物，不可擅自牽扯繩索晾曬衣物或懸掛物品。
(IV) Dry clothes only in the specified areas (i.e., clothes-drying yards and clothes-drying rooms). Do not tie the rope arbitrarily to dry clothes or hang objects.
- (五) 為保持宿舍之寧靜，宿舍內禁止喧嘩、爭吵，亦不可有持續性或高分貝噪音。
(V) No loud noises, quarrels, and continuous or high-decibel noise are permitted in the dormitory to maintain the quietness of the dormitory.
- (六) 不可擅自移動、調換宿舍設備、物品，如有損壞應負責照價賠償；亦不可於公共區域任意放置私人物品。
(VI) Do not move or exchange dormitory equipment and objects without permission. The boarding students who cause damages to the public property will be held responsible for compensation at the market price. Do not place personal belongings in a public area arbitrarily.
- (七) 不可在宿舍內從事政治、宗教性及推銷之活動，以免干擾他人之生活秩序或影響宿舍之安寧。張貼文宣須遵守學生宿舍管理中心或學生宿舍委員會規範。
(VII) Do not conduct political, religious, and promotional activities in dormitory to prevent interfering with the living order of others or affecting the peace of the dormitory. Propaganda articles can only be posted in compliance with the regulations of the Student Housing Office or the Student Dormitory Committee.
- (八) 應參加每學年度學生宿舍防火或防震疏散演練乙次，或自行於下學年宿舍申請截止日(含當日)前，參加並取得臺北市政府消防局防災科學教育館之消防演習認證。
(VIII) Boarding students must attend at least one drill of either fire-fighting or earthquake evacuation hold by the Student Housing Office one time each academic year, or need to attend the firefighting drill of Fire Safety Museum of Taipei City Fire Department

and obtain the certification before the deadline (including the day) for dormitory application of the next academic year.

- (九) 宿舍修繕時間為上班日之每週一至週五上午 8 時至下午 5 時。宿舍寢室設備故障時，請學生須負配合修繕作業之責，必要時得同意或委請宿舍管理中心人員協助陪同維修人員進入寢室為適當處置。因緊急或安全事故而須搶救人員、搶修宿舍寢室內設施及物品或查核住宿人員身分時，權責單位得不經住宿學生同意逕行進入宿舍寢室為適當處置。但權責單位應於處置後三日內以書面告知。
- (IX) The service hours of dormitory repair are from 8 a.m. to 5 p.m., Monday to Friday. Boarding students are responsible for cooperating with the schedule of repair work. When necessary, the boarding students should agree to or entrust personnel from the Student Housing Office to assist and accompany the maintenance worker to perform repair services in the dorm rooms. The governing unit may enter the dorm rooms without the consent of the boarding students in an emergency or accident for a rescue attempt of dormitory facilities and repair, or boarder's identity check. However, the governing unit shall issue a written notice within three days after the incident.
- (十) 應遵守學生宿舍管理中心或學生宿舍委員公告之寄(領)物相關規範。
- (X) Boarding students must comply with the relevant regulations for sending (receiving) parcels announced by the Student Housing Office or Student Dormitory Committee.
- (十一) 宿舍因故須實施關舍措施，關舍期間任何學生不得擅自進入宿舍。
- (XI) Boarding students may not enter the dormitory without permission during the shut-down period of the dormitory for any reasons.
- (十二) 禁止在宿舍飼養寵物或其它動物(導盲犬不在此限)，以維護公共衛生。
- (XII) No pet or animal is permitted in the dormitory (except for guide dogs) for the sake of public health.
- (十三) 請務必遵守門禁規定，不可將學生證借予他人感應門禁系統，亦不可留宿非住宿生。
- (XIII) Boarding students must comply with the access control regulations of the dormitory and must not lend the student ID card to others to operate the access control system. No sleep-over visitor is permitted.
- (十四) 非緊急逃生不可使用安全門及強制斷電開關。
- (XIV) Do not operate the emergency exit and power off switches except for emergency.
- (十五) 使用公共廚房時，應負責使用中安全責任及維護整理義務。除公共廚房外，嚴禁在宿舍私自炊膳，違者予以勒令退宿。
- (XV) Boarding students cooking in the dormitory kitchen are responsible for the safety and cleanness during and after use. Boarding students can only cook in the dormitory kitchen, not any other place in the dorm. Violators will be evicted from the dormitory.
- (十六) 切實遵守學生宿舍用電實施要點之規定，不可私接電源或違規使用電器，亦不可在宿舍內點燃蠟燭或焚燒物品等行為，以確保宿舍公共安全。
- (XVI) Boarding students must comply with the Regulations for Dormitory Electricity Consumption. Do not connect power supply or use high power electrical appliances.

Do not light candles or burn objects in the dormitory in order to ensure public safety.

- (十七) 宿舍全面禁菸，亦禁止鬥毆、放鞭炮、賭博、飲酒、攜帶違禁品及易燃物，以維護宿舍公共安全。
- (XVII) Smoking is banned in the dormitory, so are fighting, lighting firecrackers, gambling, drinking, and carrying illegal objects and flammable materials in order to maintain public safety in the dormitory.
- (十八) 按時繳交寢室電費、熱泵水費、熱泵維護費及瓦斯費。
- (XVIII) Boarding students are obliged to pay the dormitory electricity fee, water fee and maintenance fee for heat pump, and gas fee on time.

六、寒、暑假住宿

VI. Accommodation in winter and summer breaks

- (一) 暑假實施關舍（集中住宿）措施，將衡量各校區實際狀況後辦理。
- (I) The practice of shutting down certain dormitory and collective accommodation during summer break will be implemented by evaluating the actual situation of each campus.
- (二) 寒、暑假住校申請依學生宿舍管理中心公告之時間及方式辦理，逾期申請不予受理，申請結果於網站上公告。
- (II) The application for dormitory accommodation in winter and summer breaks will be processed in accordance with the time and procedure announced by the Student Housing Office. overdue applications will not be accepted. The results of the application will be announced on the website.
- (三) 非寒、暑假住宿生依學生宿舍管理中心公告之日程，歸還所借用之公物，並清潔寢室後遷出宿舍，如有遺留之物品以遺失物送相關單位處置。
- (III) Regular semester boarding students shall return the borrowed public property according to the schedule announced by the Student Housing Office. The students need to clean up dormitory room before moving out of the dormitory. Personal belongings left behind in the dorm room will be forwarded to the responsible units for further process.
- (四) 寒、暑假不使用之寢室，一律閉鎖，除管理人員及檢查修繕外，任何學生不得擅自開啟，違者視情節議處。如因擅自開啟致公物損壞短缺，須照價賠償。
- (IV) The dorm rooms not in use during winter and summer breaks are all locked up with the exception for management personnel and repair service personnel. Boarding students must not use or open the locked dorm rooms without permission. Violators will be disciplined based on the situations. Violators must compensate the market price of damages that are resulted from unauthorized access.
- (五) 暑假經核准留校住宿者，由住宿業務承辦人員重新排定床位。
- (V) Regular boarding students who are approved to stay in the dormitory during the summer break may be reassigned to a new dorm room by accommodation staff.
- (六) 寒假經核准留校住宿者，維持原寢原床位，非住宿生由住宿業務承辦人員排定床位。
- (VI) Regular boarding students who are approved to stay in the dormitory during the winter break will remain in the same dorm room, while non-regular semester boarding

students will be assigned a dorm room by accommodation staff.

(七) 未申請寒假住宿者須清空個人桌面(含抽屜及書櫃)及床鋪，個人物品可放置於衣櫃內(學生宿舍管理中心不負保管責任)。

(VII) Regular boarding students who do not apply for winter accommodation must empty their desks (including drawers and bookcases) and beds. However, their personal belongings may be stored in the closet (the Student Housing Office not responsible for its custody).

(八) 春節期間施行關舍(集中住宿)，請依學生宿舍管理中心公告之時間及方式辦理。

(VIII) During the Lunar New Year holidays, the dormitory is closed with some collective accommodation. Boarding students shall check out according to the time and procedure announced by the Student Housing Office.

七、內務規定

VII. Housekeeping regulations

(一) 寢室內應維持清潔，其內務可由同寢學生自行訂立該寢室之生活公約。

(I) Keep the dorm room sanitary and clean. The boarding students in the same dorm room may formulate living convention among themselves.

(二) 寢室內之垃圾應自行分類，一般垃圾於規定時間丟棄至清潔車，不得任意棄置。

(II) Please have the garbage in the dorm room sorted for recycling. Dispose the waste to the garbage truck at specified time. Do not litter.

(三) 學生宿舍環境整潔檢查作業要點另訂之，依該要點規定計分併入個人學年總點數。

(III) The “Guidelines for Student Dormitory Environment Inspection” should be stipulated separately. The inspection points which are given according to the “Guidelines for Student Dormitory Environment Inspection” should be incorporated into the total points of the academic year for each student.

(四) 學生宿舍用電實施要點另訂之，依該要點遵守用電規定。

(IV) The “Regulations for Dormitory Electricity Consumption” should be stipulated separately for the compliance of the boarding students.

八、浴廁規定

VIII. Rules for bathrooms and restrooms

(一) 浴廁用水用電應遵守節能原則。

(I) The use of water and electricity in the bathrooms and restrooms must comply with the principle of energy conservation.

(二) 保持浴廁整潔，不得任意便溺、吐痰或隨意丟棄物品。

(II) Keep the bathroom clean, and do not defecate, spit, or litter at will.

九、郵件處理

IX. Mail call

(一) 住校學生應以所住男女宿舍及寢室編號為通信地址，並冠以路街名稱門牌號碼校名及郵遞區號。

(I) Boarding students should address the male/female dormitory and room number for mail delivery, including the road and street address, campus and zip code.

(二) 各宿舍以寢室為單位，設置學生信箱、普通及限時信件分發至學生信箱，由收信

人自取。信件如棄置交誼廳地上或桌上，則視同無人招領郵件退回處理。掛號信件及包裹，由宿舍管理人員登記通知領取並簽收，不得私自擅取，逾 7 日(含假日)未領取視同無人招領予以退回處理。

(II) A mailbox is designated for each dorm room and is shared to all the tenants of the room. Ordinary mails and express mails will be distributed to the mailbox for the recipients to pick up. The mails discarded on the floor or table in the common room will be returned to the senders. Certified mails and postal parcels will be collected and registered by the dormitory managers. The recipients will be notified to pick them up. Non-recipient are not allowed to pick them up without the concetn or entrust of the recipients. However, the mails or postal parcels not being collected within 7 days (including holidays) of delivery will be returned to the senders.

(三) 各宿舍不提供冷凍（藏）郵物之冰存服務。

(III) The dormitories do not provide freezers (refrigerators) for the storage of frozen (cold) postal parcels.

十、宿舍進出及會客

X. Regulations for dormitory access and visitation

(一) 宿舍進出規定：

(I) Regulations for dormitory access

1. 住宿生持學生證刷卡感應進出宿舍。

Boarding students shall enter and exit the dormitory with their own student ID cards via assess control system.

2. 住宿生不得擅自進入異性樓層，且須遵守各宿舍會客規定。

Boarding students may not arbitrarily enter the floors designated for the opposite sex and must comply with the visitation rules of each dormitory.

3. 非本宿舍住宿生，不得於會客時間外擅自進入宿舍管制區。

Non-boarding students of this dormitory shall not enter the dormitory control area out of the visitation time.

4. 宿舍公物非經宿舍管理人員核准，不得攜帶外出。

Boarding students shall not carry out the public properties of the dormitory without the approval of the dormitory management staff.

(二) 會客規定：

(II) Rules for visitation:

1. 會客交談不得影響宿舍秩序。

The conversation conducted between the boarding students and their visitors shall not affect the order of the dormitory.

2. 禁止攜帶危險或違禁物品。

Do not carry dangerous objects or illegal objects into the dormitory.

3. 會客時間及地點，由學生宿舍管理中心輔導各宿舍學生宿舍委員會訂定公告。

The Student Housing Office shall guide the Student Dormitory Committee of each dormitory to schedule and announce the visitation time and place.

十一、考核與獎懲

XI. Evaluation, rewards and punishments

(一) 學生違犯宿舍規則，依下列方式處理：

(I) Boarding students who have violated the dormitory rules will be disciplined as follows:

1. 借用備份鑰匙者每學期以 5 次為限，超過者每次借用予以扣 1 點處分。

Boarding students may borrow a spare key for maximum of 5 times per semester. One point will be deducted for each spare key borrowing beyond the fifth time.

2. 學生有下列行為之一者，視情節輕重，至多予以扣 5 點之處分：

Boarding students who commit one of the following acts will be deducted points. Depending on the severity of the offense, a maximum of 5 points will be deducted.

- (1) 違反本要點第五點第二款。

Violated the provisions of Article V, Sub-paragraph (II) of the “Regulations for Student Dormitory Management.”

- (2) 違反本要點第七點第一款。

Violated the provisions of Article VII, Sub-paragraph (I) of the “Regulations for Student Dormitory Management.”

3. 學生有下列行為之一者，予以扣 5 點之處分：

Boarding students who commit one of the following acts will be deducted 5 points:

- (1) 有妨害他人生活作息或睡眠之行為而不聽勸阻者。

Boarding students who interfere with the daily life or sleep of others, and fail to comply with dissuasion.

- (2) 違反本要點第五點第三款至第十二款規定。

Violated the provisions of Article V, Sub-paragraph (III) to Sub-paragraph (XII) of the “Regulations for Student Dormitory Management.”

- (3) 違反本要點第七點第二款至第四款及第八點第二款規定。

Violated the provisions of Article VII, Sub-paragraph (II) to Sub-paragraph (IV) and Article VIII, Sub-paragraph (II) of the “Regulations for Student Dormitory Management.”

- (4) 對他人為性騷擾，情節較輕，經本校性別平等教育委員會決議成立者。

Minor sexual harassment against others and is confirmed by the Gender Equality Education Committee of the University.

4. 學生有下列行為之一者，予以降順位之處分：

Boarding students who commit one of the following acts will be disciplined with a lower priority in applying dorm accommodation:

- (1) 占用空床位者。

Occupy vacant beds.

- (2) 未經核准互調寢室或床位者。

Exchange dorm rooms or beds without re-approval.

- (3) 違反本要點第五點第十三款規定。

Violated the provisions of Article V, Sub-paragraph (XIII) of the “Regulations for Student Dormitory Management.”

- (4) 違反本要點第九點及第十點規定。

Violated the provision of Article IX and Article X of the “Student Dormitory Management Regulations.”

- (5) 對他人為性騷擾或性霸凌，情節較重，經本校性別平等教育委員會決議

成立者。

Severe sexual harassment or sexual bully against others and is confirmed by the Gender Equality Education Committee of the University.

5. 學生有下列行為之一者，予以勒令退宿之處分：

Boarding students who commit one of the following acts will be evicted from the dormitory:

(1) 在宿舍內有竊盜、賭博行為者。

Theft and gambling in the dormitory.

(2) 酗酒或滋事者。

Drinking or creating a disturbance.

(3) 有妨害公共安全及個人隱私行為者。

Acts that hinder public safety or personal privacy.

(4) 攜帶危險或違禁品入宿舍者。

Carrying dangerous items or illegal objects into the dormitory;

(5) 將床位轉讓他人、惡意排斥學校分配之室友或未經核准擅自進住宿舍者。

Transferring beds to others, maliciously rejecting roommates, or residing dormitory room without permission.

(6) 毀損、破壞公物情節較重者。

Causing severe damages or destructions to public property.

(7) 在宿舍吸菸者。

Smoking in the dormitory.

(8) 意圖性騷擾，乘人不及抗拒而為親吻、擁抱或觸摸其臀部、胸部或其他身體隱私處之行為者。

Intending to sexually harass, kiss, hug, or touch others' buttocks, chest, other body parts, and private part.

(9) 對他人為性侵害或性霸凌，情節嚴重，經本校性別平等教育委員會決議成立者。

Severe sexual harassment or sexual bully against others and is confirmed by the Gender Equality Education Committee of the University.

(10) 違反本要點第五點第十四款至第十七款規定。

Violated the provision of Article V, Sub-paragraphs (XIV) to (XVII) of the "Regulations for Student Dormitory Management."

(二) 學生住宿違反規定，依本要點予以扣點處分，且不得申請銷點。學年扣點累計達 10 點，降低下學年住校標準順序 1 順位；學年扣點累計達 20 點，處以勒令退宿。

(II) Boarding students who violate dormitory regulations will be deducted points in accordance with the "Regulations for Student Dormitory Management". The deducted points shall not be canceled. The boarding student with a total of 10 points deducted in one academic year will be 1-level down in priority for applying dormitory

accommodation in the next academic year. The boarding student with a total of 20 points deducted in one academic year will be evicted from the dormitory.

(三) 逾期繳納寢室電費、熱泵水費、熱泵維護費及瓦斯費者，經第 1 次書面通知催繳，3 日內仍未繳納者，降低下學年住校標準順序 1 順位，經第 2 次書面通知催繳，3 日內仍未繳納者，停止住宿申請權 1 年，經第 3 次書面通知催繳，3 日內仍未繳納者，除有特殊情形外，勒令退宿。

(III) Boarding students fail to pay the electricity fee, the water fee and maintenance fee of heat pump, and gas fees on time, will be notified for payment. Those who fail to pay the fees in 3 days upon receiving the 1st notice of collection, will be disciplined with 1-level down in priority for applying a dorm room in the next academic year. For those who do not pay the fees 3 days after the 2nd notice of collection, will be suspended the right to apply a dorm room for 1 year. Those who fail to pay fees after 3 days of the 3rd notice of collection, will be evicted from the dormitory with the exception of a very special circumstance.

(四) 凡經核定勒令退宿者，須於核定日次日起算 7 日內完成退宿手續。

(IV) Boarding students who are evicted from the dormitory shall complete the check-out process within 7 days from the next day of the notice received.

(五) 學生違反住宿規定者，除依本要點處分外，並依學生獎懲辦法辦理。

(V) Boarding students who violate the dormitory regulations will be disciplined in accordance with the “Regulations for Student Dormitory Management” and the “Regulations Governing the Rewards and Punishment of Students” of the University.

十二、本要點經總務會議通過，陳請校長核定後實施，修正時亦同。

XII. The “Regulations for Student Dormitory Management” are passed in the General Affairs meeting and approved by the University President for implementation, same for the amendments.

*In case of any discrepancy between the English version and the Chinese version, the Chinese version shall prevail.