國立臺灣師範大學國語教學中心宿舍管理辦法

Mandarin Training Center, National Taiwan Normal University Regulations for the Management of Student Dormitories

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115 年 03 月 06 日國語教學中心主管會議修訂通過
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Amended and approved at the Mandarin Training Center Supervisory Meeting on October 7, 2026

第一條、目的：

Article 1. Purpose:

本要點依據國立臺灣師範大學學生住宿輔導辦法酌予調整，目的在確立國語教學中心學員入住宿舍之申請、核配、進住、退宿、內務生活等相關準則，以為行為之準據。

These Regulations are formulated, with appropriate modifications, in accordance with the NTNU Regulations for Student Dormitory Counseling to establish rules governing dormitory applications, assignment, check-in, withdrawal, and daily residential life for Mandarin Training Center (MTC) students regarding conduct.

第二條、申請與分配：

Article 2. Application and Assignment:

1. 申請住宿期間以一學季（3 個月）為計算單位。

   Dormitory applications are made on a term basis, with each term consisting of three (3) months.

2. 宿舍分配以法定性別為依據。

   Dormitory assignment is based on the student's legally registered gender.

第三條、進住、離校及退宿

Article 3. Check-in, Departure, and Withdrawal

1. 經通知核准住宿之學生，應於國語教學中心規定期限內，完成住宿費繳交，逾期者視為自動放棄。完成繳費後，應依公告日期至國語教學中心辦理報到之後方得以進住宿舍，不得轉讓他人，違者處以勒令退宿。

Students who have been notified that they have been approved for dormitory accommodation shall pay the dormitory fee by the deadline specified by the MTC. Failure to do so shall be deemed a waiver of the dormitory assignment. After payment, students shall report to the MTC on the announced date before checking into the dormitory. Dormitory assignments may not be transferred to another person; violators shall be ordered to vacate the dormitory.

2. 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。退宿時應配合本中心公告之日程完成搬遷，所遺留之物品由學生住宿服務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。

   Upon moving into the dormitory, students shall be responsible for the proper care of all dormitory property assigned to them and shall maintain cleanliness in their dormitory rooms, common areas, and the surrounding environment. Upon withdrawal from the dormitory, students shall complete the move-out in accordance with the schedule announced by the MTC. Any personal belongings left behind shall be photographed on site by Student Housing staff together with representatives of the Student Dormitory Committee and then transferred to a contracted cleaning service for central storage. Such items shall be disposed of as waste after seven (7) days, and no compensation shall be provided for any resulting loss or damage.

3. 如遇天災、傳染性疾病或有危害住宿安全之虞等重大事故，住宿生應配合住宿床位之分配與調整。

   In the event of major incidents such as natural disasters, infectious diseases, or other circumstances that may pose a threat to residential safety, students shall cooperate with the reassignment or adjustment of dormitory bed assignments as required.

4. 申請住宿學生，有義務配合學生住宿服務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。

   Students applying for dormitory accommodation shall cooperate with Student Housing in carrying out repairs, cleaning, and safety inspections throughout the dormitory, including inside dormitory rooms, and shall cooperate with any necessary emergency response measures.

5. 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。完成退宿手續並經點交確認後，始得遷出宿舍。

   Students withdrawing from the dormitory shall settle all outstanding fees, return all

borrowed dormitory property and keys, and pay the assessed value for any damaged property. Only after completion of the withdrawal procedures and confirmation through inspection may the student vacate the dormitory.

第四條、住宿者應遵守宿舍規則：

Article 4. Rules and Regulations for Dormitory Residents:

1. 留意信箱及電子郵件。Students shall regularly check their mailboxes and email accounts.

2. 借用寢室備份鑰匙及推車等公共設備(物品)，應依規定填寫申請單並押借用人證件；借用寢室備份鑰匙每學季以 3 次為限。Residents who borrow spare dormitory keys, carts, or other shared equipment or items shall complete the required application form and leave an identification document with staff for the duration of the loan. Spare dormitory keys may be borrowed no more than three (3) times per term.

3. 離開寢室應該關閉電源並鎖好門窗。When leaving the dormitory room, students shall turn off electrical appliances and ensure that doors and windows are properly locked.

4. 機車、腳踏車應停放指定停車區域。Motorcycles and bicycles shall be parked in designated parking areas.

5. 保持宿舍之寧靜。Residents shall maintain a quiet environment in the dormitory.

6. 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。Students shall not move, exchange, or relocate dormitory equipment or property without authorization and shall pay the assessed value for any damage caused.

7. 張貼文宣須遵守住宿服務中心或學生宿舍委員會規範。When posting notices, posters, or promotional materials, students shall comply with the regulations of Student Housing or the Student Dormitory Committee.

8. 應配合學生宿舍防火或防震疏散演練。Students shall cooperate with fire or earthquake evacuation drills organized by Student Housing.

9. 宿舍修繕時間原則為上班日之時間。宿舍寢室設備故障時，學生須配合修繕作業，如時間無法配合，得由住宿服務中心人員陪同維修人員進入寢室處置。如因不可抗力因素，致無法供水、供電或提供相關服務時，將不負賠償責任。 Dormitory maintenance is generally conducted during regular working hours on business days. In the event of equipment malfunction, students shall cooperate with repair arrangements. If a student cannot be present at the scheduled time, Student Housing staff may accompany maintenance personnel into the dormitory room to carry out the necessary repairs. No compensation shall be provided for service interruptions to water, electricity, or related services caused by force majeure.

10. 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

單位得逕行進入宿舍寢室適當處置。如對緊急處置有異議者，住宿學生得於 7 日內向權責單位提出申訴；權責單位應於接獲申訴後 3 個工作日內以書面及電子郵件發送正式通知。In the event of an emergency or safety incident requiring rescue operations, emergency repair to facilities or equipment within dormitory rooms, or verification of the identity of students, the competent authority may enter dormitory rooms to take appropriate action. If a resident has objections to such emergency measures, the resident may file an appeal with the competent authority within seven (7) days. The competent authority shall respond in writing and by email within three (3) working days after receipt of the appeal.

11. 應遵守學生住宿服務中心或學生宿舍委員會公告之寄(領)物相關規範。 Students shall comply with the regulations governing the sending and collection of mail and parcels as announced by Student Housing or the Student Dormitory Committee.

12. 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。When the dormitory is closed for any reason, no students may enter the dormitory without authorization during the closure period.

13. 禁止在宿舍飼養寵物或其它動物（輔助犬不在此限），以維護公共衛生。Keeping pets or other animals in the dormitory is prohibited in order to maintain public hygiene. Assistance dogs are exempt from this restriction.

14. 應遵守門禁規定。Students shall abide by the access control regulations.

15. 如寢室環境及設備短期無法修繕，致危害住宿安全之際，住宿生應配合住宿床位之分配與調整。If dormitory room conditions or facilities cannot be repaired within a short period and consequently endanger residential safety, students shall cooperate with the reassignment or adjustment of dormitory bed assignments.

16. 對他人為跟蹤騷擾、性騷擾、性侵害、性霸凌、校園霸凌或因故移送本校性別平等教育委員會或相關專責單位審議中之當事人，應配合住宿床位之分配與調整。Students who engage in stalking or harassment, sexual harassment, sexual assault, sexual bullying, campus bullying against another person, or who are parties to cases referred to the NTNU Gender Equity Education Committee or another designated unit for review, shall cooperate with any required reassignment and adjustment of dormitory beds.

17. 非緊急逃生不可使用安全門及強制斷電開關。Emergency exits and emergency power shutoff switches shall not be used except in an emergency.

18. 使用公共廚房時，應負責使用中之安全責任及維護整理義務。When using a common kitchen, students shall use the facilities safety and keep the kitchen clean and orderly.

19. 宿舍全面禁菸，以維護公共安全。Smoking is prohibited throughout the dormitory in order to maintain public safety.

20. 住宿期間如發生，法定傳染性疾病、精神疾病急性發作期、有自傷之行為或意圖、傷害他人之安全疑慮或其他重病者，短期內無法痊癒而有隔離必要或特殊治療者狀況，足認為有損害公共利益情節嚴重，得視情況予以勒令退宿。

If, during the period of residence, a student develops a legally designated communicable disease, experiences of an acute episode of mental illness, exhibits suicidal or self-harming behavior or intent, poses a safety risk to others, or suffers from another serious illnesses, and the condition cannot be resolved within a short period and requires isolation or special treatment, the student may, depending on the circumstances, be ordered to vacate the dormitory if the situation is deemed to seriously jeopardize the public interest.

第五條、 內務規定

Article 5. Housekeeping Regulations

1. 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。

Dormitory rooms shall be kept clean. Roommates may jointly establish rules governing housekeeping and daily living in the room.

2. 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。

Students shall sort the waste generated in their rooms. General waste shall be disposed of in the garbage collection truck at the designated time and shall not be discarded elsewhere.

第六條、浴廁規定

Article 6. Bathroom Regulations

1. 浴廁用水用電應遵守節能原則。

Students shall conserve water and electricity when using bathroom facilities.

2. 保持浴廁整潔，非使用時不得放置個人物品，不得任意便溺、吐痰或隨意棄置私人物品。

Students shall keep bathroom facilities clean. Personal belongings shall not be left in these areas except while the facilities are in use. Urinating or defecating outside the toilets, spitting, and leaving personal belonging in undesignated areas are prohibited.

第七條、郵件處理

Article 7. Mail Handling Regulations

1. 住宿生應以所住宿舍名稱及寢室編號為通信地址，並冠以街道門牌及郵遞區號。

Students shall use the dormitory name and their room number, together with the street address and postal code, as the mailing address.

2. 以寢室為單位設置學生信箱，一般信件分發至寢室信箱，由收信人自取；掛號信件及包裹，由學生住宿服務中心人員登記通知簽收領取，不得私自擅取，逾 7 日（含假日） 未領取則視同無人招領，以退回處理。信件如棄置，視同無人招領郵件，以退回處理。Student mailboxes are provided for each room. Regular mail shall be delivered to the room mailbox and collected by the recipient. Student Housing staff shall register incoming registered mail and parcels, notify recipients, and obtain the recipient's signature upon collection. Unauthorized collection is prohibited. Mail or parcels not collected within seven (7) days (including holidays) shall be deemed unclaimed and returned. Mail that is left abandoned shall likewise be treated as unclaimed and returned.

3. 宿舍不代收冷凍（藏）、活體包裹、貨到付款或退(換)貨之郵物。

The dormitory does not accept refrigerated or frozen items, parcels containing live animals, cash-on-delivery shipments, or items sent for return or exchange.

第八條、宿舍進出及會客

Article 8. Dormitory Access and Visitors

1. 宿舍進出規定：

Dormitory Access Regulations:

甲、 住宿生應持房卡刷卡感應進出宿舍，並依宿舍門禁管制方式進出宿舍（不可跨越門禁通關機或尾隨他人進入）。

Residents shall access the dormitory by swiping their room cards and shall comply with the dormitory access control system. Residents shall not bypass access-control gates or enter by following another person through without swiping their own card.

乙、 住宿生不得擅自進入異性樓層，且須遵守各宿舍會客規定。

Residents shall not enter floors designated for the opposite sex without authorization and shall comply with the visitor regulations of each dormitory.

丙、 非本宿舍住宿生，不得於會客時間外擅自進入宿舍管制區。

Individuals who are not residents of the dormitory shall not enter controlled dormitory areas outside designated visiting hours.

丁、 宿舍公物非經宿舍管理人員核准，不得攜帶外出。

Dormitory property shall not be taken out of the dormitory without prior approval from dormitory management staff.

2. 會客規定：

Visitor Regulations:

甲、 會客交談不得影響宿舍秩序。

Visits and visitor conversations shall not disrupt dormitory order.

乙、 禁止攜帶危險或違禁物品。

Visitors shall not bring dangerous or prohibited items into the dormitory.

丙、 會客時間、地點及相關規範，由學生住宿服務中心輔導各宿舍學生宿舍委員會訂定公告。

Visiting hours, locations, and related regulations shall be determined and announced by the Dormitory Student Committee under the guidance of Student Housing.

第九條、違規處理：

Article 9. Handling of Violations

學生有下列行為之一者，本中心保留審核其續住資格之權利，情節重大者將予以勒令退宿之處分。

Students who engage in any of the following acts may have their eligibility for continued residence in the dormitory reviewed by the MTC. In serious cases, such students shall be ordered to vacate the dormitory.

1. 有妨害他人生活作息或睡眠之行為而不聽勸阻者。

Interfering with the daily routines or sleep of others and refusing to stop after being advised or warned.

2. 占用空床位者。

Occupying vacant beds without authorization.

3. 未經核准互調寢室或床位者。

Exchanging dormitory rooms or beds without prior approval.

4. 應配合住宿床位之分配與調整，經通知而不配合者。

Failing to cooperate with dormitory bed assignments or adjustments after receiving official notice.

5. 對他人為跟蹤騷擾、性騷擾、性侵害、性霸凌或校園霸凌，經本校性別平等教育委員會決議成立或相關專責單位決議成立者。

Engaging in stalking and harassment, sexual harassment, sexual assault, sexual bullying, or campus bullying against others, where the violation has been substantiated by the NTNU Gender Equity Education Committee or other designated unit.

6. 在宿舍及周遭環境飲酒吵鬧或滋事者。

Consuming alcohol, making excessive noise, or causing disturbances in the dormitory or its surrounding areas.

7. 在宿舍內有竊盜、賭博行為者。

Engaging in theft or gambling in the dormitory.

8. 有任何形式的肢體衝突者。

Engaging in any form of physical altercation.

9. 有妨害公共安全、人身安全或個人隱私行為者。

Engaging in acts that endanger public safety, personal safety, or personal privacy.

10. 攜帶違禁品者。

Bringing prohibited items into the dormitory.

11. 將床位轉讓他人、惡意排斥國語教學中心分配之室友或未經核准擅自進住宿舍者。

Transferring a bed assignment to another person, deliberately excluding a roommate assigned by MTC, or moving into the dormitory without prior approval.

12. 留宿非該舍住宿生者。

Allowing a person who is not a resident of the dormitory to stay overnight.

13. 毀損公物情節較重者。

Causing serious damage to dormitory property.

14. 在宿舍吸菸者。

Smoking in the dormitory.

15. 在非指定區域私自炊膳。

Cooking in areas not designated for cooking areas.

16. 在宿舍內使用明火，如點燃香火、蠟燭或焚燒物品等行為。

Using open flames in the dormitory, such as lighting incense or candles, or burning other materials.

17. 私自改造轉接電源、擅自使用緊急電源、使用個人持有之快煮鍋、冷凍櫃、電 (子)鍋、電爐、電壺、電熱水瓶、電熨斗、烤箱、電磁爐、微波爐、電暖器等及其他消耗功率超過 500瓦之高耗電電器用品 (吹風機除外)、 進行加密貨幣挖礦者。

Modifying or making unauthorized connections to power sources; using emergency power supplies without authorization; using personally owned electric hot pots, freezers, rice cookers, electric stoves, electric kettles, electric water boilers, electric irons, ovens, induction cookers, microwave ovens, electric heaters, or other high-power electrical appliances rated above 500 watts (excluding hair dryers); or conducting cryptocurrency mining.

18. 其他有違反中華民國法律之情事

Any other act that constitutes a violation of the laws of the Republic of China (Taiwan)