

國立臺灣師範大學宿舍管理要點

國語教學中心學員公告版

National Taiwan Normal University

Regulations Governing the Management of Student Dormitories

(for Students of Mandarin Training Center)

112年12月21日國語教學中心主管會議修訂通過

Amended and passed in the Mandarin Training Center, December 21, 2023

一、目的

I. Purpose:

本要點依據國立臺灣師範大學學生宿舍管理要點酌予調整，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。

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

二、申請與分配（依據學生宿舍管理要點第三項原則酌予調整）

II. Application and Assignment

- 1 申請住宿期間以一學季(3個月)為計算單位。

The duration of accommodation is calculated on a quarterly (3 months) basis.

- 2 宿舍分配以法定性別為依據。

Dormitory assignment is based on legal sex.

三、進住、離校及退宿（依據學生宿舍管理要點第四項原則酌予調整）

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

1. 經通知核准住宿之學生，應於國語教學中心訂定期限內，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、床位至國語教學中心辦理報到進住，不得轉讓他人，違者處以勒令退宿。

Students notified for their approval of dormitory accommodation shall complete the payment of accommodation rent within the specified time. Those who fail to make payment on time will be deemed as a voluntary waiver of room assignment. Once the rent payment have been made, the students shall report to the Mandarin Training Center (Hereinafter referred to as MTC) for check-in according to the announcement date and assigned bed. Students may not transfer the assigned bed to others and the violators will be evicted from the dormitory.

2. 住宿生進住宿舍後，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。

The boarding students are responsible for the custody of the assigned public property after checking into the dormitory. The students are also responsible for maintaining the cleanliness of the dorm room, public space, and the surrounding environment. Boarding students must move out of the dormitory at the end of the term according to the schedule announced by the MTC. The Student Housing Office and the Student Dormitory Committee officers will take photos of the items left behind at the site and then notify a subcontracting cleaning company for centralized management, before disposing the items as wastes after 7 days. The Student Housing Office may not be held liable for indemnification.

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 case of severe accidents such as natural disasters, infectious diseases, or threats to the safety of the accommodation, the boarding students shall coordinate with the assignment and adjustment of accommodation beds.

4. 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。

Students applying for dormitory accommodation are obliged to coordinate with the Student Housing Office in executing the repair, cleaning, and various safety inspections of the overall public space of the dormitory (including the interior of the dorm rooms), in addition to taking all necessary emergency 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。完成退宿點交，並清潔回復原樣後，始得遷出宿舍。

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 by the original price. Once all the above procedures for check-out are completed, the students must move out of the dormitory accordingly.

四、住宿者應遵守宿舍規則（依據學生宿舍管理要點第五項原則酌予調整）

IV. Boarding students must comply with the dormitory rules:

1. 借用寢室備份鑰匙每學季以 3 次為限；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。

Boarding students may borrow a spare key up to 3 times per term, boarding students who wish to borrow a spare dorm room key, cart, and other public equipment (articles) shall fill out an application form and borrow the applicant's ID.

2. 離開寢室應該關閉電源並鎖好門窗。

Boarding students will need to turn off the power supply and lock the door and windows before leaving the dorm room.

3. 禁止在宿舍指定停車區域外停放機車、腳踏車。

It is prohibited to park scooters and bicycles outside the designated parking area of the dormitory.

4. 禁止在公共區域堆放、懸掛私人物品。

It is prohibited to pile up or hang personal articles in public areas.

5. 於規範之特定區域（如曬衣場、曬衣間）晾曬衣物，不可擅自懸掛繩索晾曬衣物或物品。

It is prohibited to hang clothes only in the specified areas (i.e., clothes-drying yards and clothes-drying rooms). Do not tie the rope without authorization to dry clothes or hang objects.

6. 為保持宿舍之寧靜，宿舍內禁止喧嘩、爭吵，不可有持續性或高分貝噪音等妨礙他人安寧之行為。

To keep quietness of dormitory, it is prohibited to make loud noises, quarrels, continuous or high-decibel noises and engage in other behaviors that could obstruct the peace of others.

7. 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。

Do not move or exchange dormitory equipment and objects without authorization. Boarding students who damage the aforementioned public property will be held responsible for compensation at the market price.

8. 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。

Students are prohibited to engage in political, religious, and promotional campaigns in dormitory to prevent interference with the normal life others or influence on peace in the dormitory. Posting

propaganda articles must comply with the regulations of the Student Housing Office or the Student Dormitory Committee.

9. 國語教學中心學員應配合學生宿舍防火或防震疏散演練。

MTC students should cooperate with fire-fighting or earthquake evacuation drills held by the Student Housing Office.

10. 宿舍修繕時間原則為上班日之時間。宿舍寢室設備故障時，請學生須負配合修繕作業之責，如時間無法配合，則由宿舍管理中心人員協助陪同維修人員進入寢室適當處置。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。

The service hours for dormitory repair are generally during the hours of working days. In case of equipment malfunction at the dormitory, boarding students are responsible for coordinating with the schedule of repair work. If the boarding students could not coordinate with the schedule, the personnel from the Student Housing Office will help to accompany the maintenance worker into the dorm room and perform proper services. In case water, electricity or related services could not be supplied under force majeure, the dorms may not be held liable for compensation.

11. 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告知。

The competent unit may enter the dorm rooms without consent and take proper actions in an emergency or accident for rescue attempt of personnel, dormitory facilities and articles, or check on the identity of boarding personnel. The boarding students may submit a complaint to the competent unit in 7 days if the students have questions about the emergency actions while the competent unit shall issue a written notice within three days after receiving the complaint.

12. 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。

Boarding students must comply with the relevant regulations governing sending (receiving) parcels announced by the Student Housing Office or Student Dormitory Committee.

13. 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。

In case the dormitory must be shut down for a certain reason, the boarding students may not enter the dormitory without authorization during the shut-down period for any reason.

14. 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。

No pet or animal is allowed in the dormitory (except for guide dogs) for the sake of public hygiene.

15. 應遵守門禁規定，不得將學生證、鑰匙、門禁卡等借予他人進出宿舍使用，亦不得留宿非該舍住宿生。

Boarding students must comply with access control regulations of the dormitory and may not lend the student ID card, keys and access cards to others for access to the dormitory. No sleep-over visitors allowed.

16. 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 the dormitory environment and equipment could not be repaired within a short period of time that jeopardizes the safety of accommodation, boarding students shall coordinate with the assignment and adjustment of dorm beds.

17. 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。

The parties transferred to the NTNU Gender Equity Education Committee or review for relevant competent department due to stalking, harassment, sexual assault, sexual harassment, sexual bully, or campus bully, shall coordinate with the assignment and adjustment of dorm beds.

18. 非緊急逃生不可使用安全門及強制斷電開關。

Do not use the emergency exit and power off switches except for emergency

19. 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。除公共廚房外，嚴禁在宿舍私自炊膳，違者予以勒令退宿。

Boarding students cooking in the dormitory kitchen are responsible for the safety and cleanliness during and after use. Boarding students can only cook in the dormitory kitchen and not anywhere in the dorm. Violators will be evicted from the dormitory.

20. 不可私接電源、違規使用電器或以取得電力為直接獲利目的之行為(例如：加密貨幣挖礦)。

Do not connect power supply or use high power electrical appliances, or use power for direct profit-seeking behaviors (e.g. crypto mining).

21. 不可在宿舍內使用明火，如點燃香火、蠟燭或焚燒物品等行為，以確保公共安全。

Do not use open flame in the dormitory, such as lighting up candles or burn objects, in order to ensure public safety.

22. 宿舍全面禁菸，禁止燃放鞭炮、賭博、酗酒、攜帶違禁品及易燃物，以及任何形式的肢體衝突，以維護公共安全。

Smoking is banned anywhere in the dormitory. Lighting firecrackers, gambling, drinking, carrying contrabands and flammable materials, and any form of physical conflicts, are prohibited to maintain public safety in the dormitory.

23. 住宿期間如發生，法定傳染性疾病、精神疾病急性發作期、有自殺、自傷之行為或意圖、傷害他人之安全疑慮或其他重病者(視覺、聽覺、肢體障礙及腦性麻痺除外)，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。

Students who suffer from statutory infectious diseases, mental diseases during acute outbreak period, suicidal and self-harm conducts or intentions, safety concerns over attacking others, or other critical disease (except for visual, auditory, physical disabilities, and cerebral palsy), and those diseases that could not be cured in a short time of period and require quarantine or special medical treatment, In case an incident mentioned above takes place during the accommodation period that is deemed as adequate for jeopardizing the public interests with severity, the students may be ordered to check out from the dormitory, depending on the circumstance.

五、 內務規定（依據學生宿舍管理要點第七項原則酌予調整）

V. 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。

Keep the dorm room clean. The boarding students in the same dorm room may decide the living convention of the dorm 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。

Sort the garbage in the dorm room for recycling. Dispose the waste to the garbage truck at the specified time. No littering.

六、 浴廁規定（依據學生宿舍管理要點第八項原則酌予調整）

VI. Rules for bathrooms and restrooms

1. 浴廁用水用電應遵守節能原則。

The use of water and electricity in the bathrooms and restrooms must comply with the rules of energy conservation.

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。

Keep the bathroom clean. Do not store personal items when not in use. No urination, spitting, or disposal of personal items at own will.

七、郵件處理（依據學生宿舍管理要點第九項原則酌予調整）

VII. Mail Handling

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。

Boarding students should use the title of dormitory and dormitory room number as address of correspondence and include the road and street, door plate and postal zip code.

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，由宿舍管理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。

A mailbox is designated for each dorm room. Ordinary mails are distributed to the dorm room mailbox so the recipients to pick up. Express mails and parcels will be registered by the dorm manager and recipients will be notified for signing and pickup. No unauthorized pickup is allowed. Mail over 7 days (including holidays) without pickup will be deemed as no recipient and returned to the senders. If the mails are discarded, they are deemed as no recipient and will be returned to the senders.

3. 宿舍不代收冷凍（藏）或貨到付款之郵物。

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

八、宿舍進出及會客（依據學生宿舍管理要點第十項原則酌予調整）

VIII. Regulations for dormitory access and visitation

1. 宿舍進出規定：

Regulations for dormitory access:

- A. 住宿生應持學生證或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)。

Boarding students should enter and exit the dormitory with their own student ID cards via the access control system and shall access the dormitory by the dormitory access control regulations (do not cross the access gate or follow others to access).

- B. 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 enter the floors designated for the opposite sex without authorization and must comply with the visitation rules of each dormitory.

- C. 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 access the dormitory restricted area other than the visitation time.

- D. 宿舍公物非經宿舍管理人員核准，不得攜帶外出。

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

2. 會客規定：

Visitation Rules:

- A. 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.

- B. 禁止攜帶危險或違禁物品。

Carrying dangerous objects or contrabands into the dormitory are prohibited

- C. 會客時間、地點及相關規範，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 Committees of all dormitories to announce the visitation hours, venues and relevant rules

九、 違規處理：（依據學生宿舍管理要點第十一項原則酌予調整）

IX. Violations Handeling

學生有下列行為之一者，本中心將保留續住權利，情節重大者將予以退宿。

For boarding students who commit any of the following acts, the MTC reserves the right to discontinue their stay. If the circumstances are serious, the student will be evicted from the dormitory.

- A. 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.

- B. 占用空床位者。

Occupying vacant beds.

- C. 未經核准互調寢室或床位者。

Exchanging dorm rooms or beds without approval.

- D. 應配合住宿床位之分配與調整，經通知而不配合者。

Students should coordinate with the assignment and adjustment of dorm beds but fail to coordinate with notice.

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

Severe stalking, harassment, sexual harassment, sexual assault, sexual bully or campus bully, as confirmed by the resolution of NTNU Gender Equity Education Committee.

- F. 在宿舍及周遭環境飲酒吵鬧或滋事者。

Drinking or creating a disturbance in the dormitory and surrounding environment.

- G. 在宿舍內有竊盜、賭博行為者。

Theft and gambling in the dormitory.

- H. 酗酒或滋事者。

Drinking or creating a disturbance.

- I. 有妨害公共安全、人身安全或個人隱私行為者。

Acts that hinder public safety or personal privacy.

- J. 攜帶危險或違禁品入宿舍者。

Carrying dangerous items or contrabands into the dormitory.

- K. 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 assigned by MTC, or accommodating in a dormitory room without approval or authorization.

- L. 毀損、破壞公物情節較重者。

Causing severe damages or destructions to public property.

- M. 在宿舍吸菸者，依宿舍抽菸違規舉報處理要點處理。

Smoking in the dormitory and reported for handling according to the Dormitory Smoking Violation Guidelines.