

# 國立臺灣師範大學 學七舍進住須知

## National Taiwan Normal University Dormitory No. 7 Check-In Notice

### 一、進住：

1. 住宿門禁進出須使用學生證，請盡早完成新生體檢，方能領取學生證。
2. 每寢1人代表簽名領取冷氣遙控器。
3. 進住需本人親自辦理，不得由他人代辦領鑰匙；進住不得提前，但可延後辦理。

### I. Check-in:

1. Use student ID to access the dormitory. Please finish the new student physical examination as soon as possible to receive the student ID.
2. One representative from each dorm room signs to pick up the remote control for air conditioner.
3. Check-in in person required and no commissioning to third person for collecting the key. No early check-in but check-in can be postponed.

### 二、退宿：

1. 請同學完全清空再至櫃檯辦理退宿，公物損壞或遺失費用見公物設備及環境檢查紀錄表。
2. 完成後請簽名歸還鑰匙及冷氣遙控器（若有遺失或損壞需負擔金額50元及600元）。
3. 期中退宿，請於每日09:00-20:00親洽學七舍櫃檯，以利辦理住宿保證金核退作業。
4. 退宿可委由同學代辦繳費還鑰匙；可提前退宿，不得延後辦理，影響他人住宿權益。
5. 若因個人因素，經室友同意無需負擔寢室水電費用，請取得全寢室友簽名同意書。

### II. Check-out:

1. Students will need to clear out the room before applying for check-out at the counter. List of public property and equipment and environmental checklist will be inspected for any damage of public property or missing items.
2. After finishing check-out, sign and return the key and remote control of air conditioner (student will need to pay NT\$50 and NT600 for any missing or damage).
3. Students who wish to check out during the semester shall contact the Dormitory No. 7 counter between 09:00-17:00, in order to assure the subsequent refund procedures for security deposit later.
4. The students can entrust colleague to make payment and return the key. Early check-out is accepted but should not be postponed as it will affect the interests and rights of other people's accommodation.
5. If for personal factors, the student may not have to share the room water and electricity bill with the consent from the roommate. A letter of consent signed by all roommates are required.

### 三、水電費：

寢室電費抄錶收費，電費採浮動計價由同寢住宿生共同負擔，熱泵費用包含電費(按表計費)、水費(按表計費)及熱泵維護費(每人每月50元)三項。

### III. Water and Electricity Bill:

Dorm rooms electricity fees are charged by reading meter. The electricity bill is calculated by floating price and shared by roommates. The heat pump fees include electricity bills (charged by meter), water fees (charged by meter), and heat pump maintenance fees (NT\$50 per person per month).

### 四、修繕須知：

1. 進住時，宿舍設備若有損壞故障，請自行到「宿舍修繕系統」登記，報修途徑：師大首頁之校務行政資訊入口網登入/點選應用系統之「學生宿舍相關系統」/點選「宿舍修繕系統」→學期初因修繕量較大，會以緊急修繕(如門鎖、門把、鐵爬梯與床欄等)優先處理，請同學養成公物損壞隨時報修之習慣。
2. 宿舍網路使用請設定自動取得IP位址，設定方式公告於學七舍公布欄或至資訊中心網頁查看[https://www.itc.ntnu.edu.tw/index.php/dormitory\\_network](https://www.itc.ntnu.edu.tw/index.php/dormitory_network)

3. 宿網如有故障，請至資訊中心網站點選「網路服務」報修。

#### IV. Repair Notice:

1. Upon check-in, in case of damage and malfunction with the dormitory facilities, please register with the "Dormitory Repair System." Repair report path: Log in at the NTNU Homepage University Affair Administration Information Portal/Click "Student Dorm Related System" of application system/click "dorm repair system" → Since the volume of repair at the beginning of the semester is huge, priority handling will be given to emergency repair (e.g. door locks, doorknobs, metallic staircase and bedrails). Students will need to regularly report repair for the damage of public property.
2. For use of dormitory internet, please configure to "automatically receive IP address." The configuration method is posted on the Dormitory No. 7 bulletin or could be checked out on the Information Center website ([https://www.itc.ntnu.edu.tw/index.php/dormitory\\_network/](https://www.itc.ntnu.edu.tw/index.php/dormitory_network/)).
3. For malfunction with dormitory internet, please visit the Information Center website and click "internet service" for repair.

#### 五、門禁規定：

1. 本棟2樓為性別友善樓層，男生樓層為3樓至8樓，女生樓層為9至12樓，請勿進出異性樓層，違者將依學生住宿輔導辦法處分。
2. 每日00：00至06：00學七舍一樓大門關閉，請由小門以學生證刷卡進出。
3. 非緊急事件，請勿使用緊急開門按鈕（綠色盒子），或私自開啟逃生安全門，擅自使用者，將以校規處分。
4. 若遇到不明人士騷擾或任何突發狀況，請立即向學七舍櫃檯或專責導師反映，尋求協助。

#### V. Access Control Rules:

1. The 2nd floor of the building is a gender-friendly floor. The male floors from 3rd floor to 8th floors. The female floors are from 9 to 12 floors. Do not access the floors of opposite sex or else violators are subject to penalties according to the Regulations Governing the Management of Student Dormitories.
2. Doors at the first floor of Dormitory No. 7 closed daily between 00:00 and 06:00. Please enter from the side door with student ID card as the access card.
3. Do not use the emergency button (Green box) or open the "Escape Exit" for non-emergency incidents. Violators will be punished.
4. In case of encountering harassment by unknown persons or any accident, please inform the Dormitory No. 7 counter or mentor in charge to seek for help.

#### 六、訪客規定：

1. 訪客僅限同性訪客，訪客請於會客時間內至學七舍一樓櫃檯(會客時間由各屆學七舍宿委會決議後，再另行公告)，由住宿生辦理訪客登記並押訪客身分證件，訪客穿著黃色背心進入宿舍管制區。
2. 非訪客時間訪客地點為一樓大廳，不可上樓，違反訪客規定者依宿舍相關規定處分。

#### VI. Visitation Rules:

1. Visitation is limited to visitors of the same sex. Visitors shall go the counter on the first floor of Dormitory No. 7 during visitation hours (visitation hours shall be resolved by each year of Dormitory No. 7 Committee before making announcement), and the boarding student shall apply for visitation registration with exchange of visitor's ID card. Visitors shall wear yellow vests to enter the dormitory restricted area.
2. Meeting venue for non-visitation hours is the lobby on the first floor do not go upstairs. Violation against visitation rules shall be disciplined by the relevant regulations.

#### 七、熱水供應：

- 24小時供應熱水，天冷期間請分散時段盥洗，避免集中於22時後，以免集中時段熱水供應不足，並請節約用水。

#### VII. Hot Water Supply:

Hot water is supplied 24 hours a day. Please use the bathroom in different time intervals during cold days. Try to avoid after 22:00pm as the hot water supply may be inadequate during the peak interval. Please conserve energy and water consumption.

#### 八、環檢規則：

1. 走廊通道須維持充足之空間，不得任意佔用，住服中心工作人員每週進行不定期環檢，請勿於走廊與公共區域堆放垃圾和私人物品，違者將依宿舍相關規定處分。

2. 為避免同學滑倒及保持走道暢通，請將兩具用品懸掛於各寢門口架子上。
3. 宿舍內禁止養寵物或動物(導盲犬不在此限)，以維護公共衛生，違者將依宿舍相關規定處分。
4. 請勿私自黏貼或改造：自黏地板、桌面、衣櫃、牆面等寢室內設施，退宿時需原狀返還，違反者將照價賠償。

#### VIII. Rules for Environmental Inspection:

1. Maintain adequate space in hallway passage to prevent the obstruction of escape routes. Do not leave garbage and personal items in the hallway and shared areas, as the Dormitory Center staff will inspect the environment from time to time every week. Violation against visitation rules shall be disciplined by the relevant regulations.
2. To prevent student slipping and keeping the pathway unobstructed, please hang the rain gears on the racks by the doors of each dorm room.
3. It is prohibited to raise pets or animals (excluding guide dogs) in the dorm room to maintain public hygiene. Violation against visitation rules shall be disciplined by the relevant regulations.
4. Do not adhere or renovate the dorm room: Adhesive flooring, desktop, closet, wall and other indoor facilities. Return the room as is upon checkout. Violators will need to compensate at the original price.

#### 九、垃圾處理：

1. 垃圾車於每日 21 時50 分至 22 時05 分停於學七舍前空地。
2. 資源回收及廚餘，住宿生做好分類後拿至一樓回收區。
3. 大型廢棄物，依每學期會公告開放時間及放置地點丟棄；其餘時段可自行拿至公館校區圖書館側門旁回收場。

#### IX. Waste Treatment:

1. The garbage truck will park at the land in front of Dormitory No. 7 daily between 09:50~10:50pm.
2. Boarding students will classify the recycled items and kitchen waste and take them to the 1<sup>st</sup> recycling site.
3. For large wastes, boarding students need to discard in the venue and by the time announced each semester. During other time, students can take the wastes to the recycling site by the side door of Gongguan Campus Library.

#### 十、洗衣間：

1. 各樓層東西兩側都設有 2 台洗衣機、1 台烘衣機及 1 台脫水機供住宿生使用；若有故障，請自行報修並寫明機器位置。
2. 衣物可晾掛兩側洗衣間，洗衣間不得擺放個人物品或垃圾，違者依宿舍相關規定處分。

#### X. Laundry Room:

1. There are two washing machines, 1 dryer, and 1 spin dryer on the two sides of each floor for use by boarding students. For any malfunction, please report for repair and indicate the location of the machine.
2. Hang the clothes on the two sides of the laundry room. Do not store personal items or garbage in the laundry room. Violation against visitation rules shall be disciplined by the relevant regulations.

#### 十一、簡易廚房：

各樓層設有簡易廚房，相關設備使用完畢，請自行清理並將個人物品及垃圾帶走，違者依宿舍相關規定處分。不當使用造成公物損壞，依學生宿舍公物非正常損壞賠償要點賠償。

#### XI. Simple Kitchen:

All floors come with a simple kitchen. After using the facilities, please clean up and remove all personal items and garbage. Violation against visitation rules shall be disciplined by the relevant regulations. Improper use causing damage in public property shall be compensating according to the Regulations Governing Dormitory Public Property Abnormal Damage Compensation.

#### 十二、郵件規定：

1. 郵件請清楚寫上宿舍別、寢室號碼及收件人中文全名，請勿寫暱稱或英文名字  
116059 台北市文山區汀州路 4 段 88 號學七舍 7□□□□寢 □□□ (姓名)
2. 掛號信件及包裹，會寄 E-mail 通知取件，請憑學生證至學七舍櫃台領取。
3. 宿舍櫃台不代收冷凍/冷藏及貨到付款之郵物。

## XII. Post Mail Rules:

1. Please indicate the dormitory no., dorm room number and full name of recipient in Chinese on the mail. Do not use nickname or English name.  
116059 No. 88, Sec. 4, Dingzou Road, Wenshan Dist., Taipei City  
Dormitory No. 7  Dorm Room  (Name)
2. An email notice for registered mail and package will be sent to the student. Please pick up the mail or package at the Dormitory No. 7 counter with the student ID.
3. The dormitory counter will not collect freezing/refrigerated and COD postal item.

## 十三、用電安全規定：

1. 寢室內目前僅開放 130 公升以下小冰箱申請使用。住宿生不得使用或持有消耗功率超過 500 瓦之高耗電電器用品（吹風機除外），違者將依宿舍相關規定處分。
2. 任何小家電，如吹風機等，請確認是關機狀態時再插上插頭，以免瞬間電流過大而導致插座走火，吹風機若漏電會造成跳電，請勿再使用！

## XIII. Electricity Safety Use Rules:

1. The dorm room are currently open to use of small refrigerator under 130L with application. Boarding students may not use or hold high-power consuming electronic alliances over 500 Watts (except for hairdryers). Violation against visitation rules shall be disciplined by the relevant regulations.
2. To use any small home appliance such as hairdryer, please verify that the unit is turned off before plugging in to prevent high instantaneous current and circuit overload. Electricity leak from the hairdryer could cause power outage and do not use the hairdryer in that case.

## 十四、床位申請、候補相關、保證金及申請住宿證明:

大學部請洽承辦人馮小姐 Tel:(02)7749-3322 Email: fish516@ntnu.edu.tw

碩博部請洽承辦人蘇小姐 Tel:(02)7749-6922 Email: su0427@ntnu.edu.tw

## XIV. Bed Application, Waiting List Related, Securities Deposit, and Application for Dormitory Certificate:

For undergraduates, please contact Ms. Feng Tel:(02)7749-3322 Email: fish516@ntnu.edu.tw

For master or doctorate, please contact Ms. Su Tel:(02) 02)7749-6922 Email: [su0427@ntnu.edu.tw](mailto:su0427@ntnu.edu.tw)

## 十五、宿舍生活問題反映：

學七舍經理王小姐 Tel:(02)7749-6927 Email: hsiaowei23@ntnu.edu.tw

## XV. Feedback on Dormitory Life:

Dormitory NO. 7 Manager Ms. Wang Tel:(02)7749-6927 Email: hsiaowei23@ntnu.edu.tw

## 十六、其他管道:

1. 為維護自身權益，請住宿生留意宿舍公布欄公告訊息。
2. 學生住宿服務中心網頁 <http://www.ga.ntnu.edu.tw/dorm/>  
學生住宿服務中心信箱 [ssa@deps.ntnu.edu.tw](mailto:ssa@deps.ntnu.edu.tw)。

## XVI. Other Channels:

1. Boarding students will need to pay attention to the announcement and information posted on the dormitory bulletin in their best interest.
2. Student Housing website: <http://www.ga.ntnu.edu.tw/dorm/>
3. Student Housing mailbox [ssa@deps.ntnu.edu.tw](mailto:ssa@deps.ntnu.edu.tw)

## 十七、重要聯絡電話：

專責導師辦公室：(02)7749-6528

公館校區校警室：(02)7749-6914

學七舍櫃檯：(02)7749-6928

## XVII. Important Contact Numbers:

Mentor in Charge Office: (02)7749-6528

Gongguan Campua University Security Office: (02)7749-6914

Dormitory No. 7 Campus Counter: (02)7749-6928

公館校區學七舍 敬啟

Sincerely Yours

Gongguan Campus Dormitory No. 7