

## 國立臺灣師範大學學一舍進住須知

# National Taiwan Normal University Student Dormitory 1 Check-in Notice

### 一、新生報到：

- (一) 新生須領取臨時卡，卡片請於規定時間內歸還，逾期未繳回視同遺失，須賠償 100 元。
- (二) 新生體檢完成後方可領取學生證，宿舍門禁以學生證刷卡進出，因此請盡早完成體檢。

### I. New Student Registration:

1. New students must take the temporary card and return the card within the specified time. Failure to return the card on time is deemed as loss of card and must pay NT\$100 as compensation.
2. New students must complete the physical examination before taking the student ID card. Dormitory access requires students to swipe the card for access. Please finish the physical examination as soon as possible.

### 二、進退宿：

- (一) 進退宿及寄領物相關日期時間請依學生住宿服務中心官網公告。進宿可以延後不可提前、退宿可提前不得延後。
- (二) 請自備寢具，貴重物品請自行妥善保管，避免遭竊！
- (三) 每寢 1 人代表簽名領取冷氣機遙控器，並於期末退宿時簽名歸還寢室鑰匙及冷氣機遙控器。鑰匙請勿私打，遺失請至櫃檯補辦（寢室鑰匙 50 元、遙控器 1,200 元）。
- (四) 學期中欲進退宿者，請於 09:00-17:00 親洽學一舍櫃檯辦理手續，以利後續保證金核退作業。

### II. Check-in/check-out:

1. For date and schedule of check-in/check-out and sending/picking up items, please refer to the announcement on the Student Housing Office website. Check-in can be postponed but not in advance while check-out can be in advance but not postponed.
2. Please prepare your own bedding and keep custody of valuable items to prevent theft.
3. One representative per room shall sign and pick up the remote control for air conditioner and shall sign on the end-term check-out to return the room key and remote control of air conditioner. Do not make duplicate of the key and please apply for reissuance for any missing key (room key NT\$50, remote control NT\$1,200).
4. Students who wish to check-in/check-out during the semester shall contact the Dormitory 1 counter for application between 09:00-17:00, in order to assure the subsequent refund procedures for security deposit later.

### 三、修繕：

- (一) 寢室及公共區域硬體設備如有缺少或損壞，請自行登入修繕系統報修。
- (二) 報修路徑：登入師大校務行政資訊入口網/點選應用系統之「學生宿舍相關系統」/點選「宿舍修繕系統」。
- (三) 報修項目請分開報修，「一物一報」，例如：桌燈報一個案件，抽屜報一個案件。
- (四) 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。
- (五) 寢室內部修繕如無法配合宿舍修繕人員或廠商時間，將由工讀生陪同進入寢室修繕。
- (六) 網路若有損壞故障，請自行聯絡資訊中心，報修途徑：資中網站/點選「網路服務」報修。

### III. Repair:

1. For any missing or damage in the dorm room or with the hardware equipment in the shared area, please log in the Repair System to apply for repair.
2. Repair application route: Log into the NTNU University Affairs Administration Portal website/click the “Student Dormitory Related Systems” of the application system/click Dormitory Maintenance Online Request System.
3. Please apply for repairs of separate items. Apply one repair for one item. For example: Apply desktop light as one case and drawer as one case.
4. 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).

5. If the student could not coordinate with dormitory repair personnel or supplier for repair inside the room, the part-time staff will accompany the repair personnel into the dorm room for repair.
6. In case of any damage or malfunction with the internet, please contact the Information Center voluntarily. Report path: Information Center website/click "Internet Service" for repair.

#### 四、刷卡門及設備使用規定：

- (一) 每日 23:00 至 06:00 大門關閉，請以學生證由側門刷卡進出。機車棚每日 23:00 關閉。
- (二) 非緊急事件，請勿使用緊急開門按鈕（綠色盒子），或開啟「逃生安全門」，違者將予以處分。

#### IV. Rules for Access Door and Equipment Use:

1. Doors closed daily between 23:00 and 06:00. Please enter from the side door with student ID card as the access card. The scooter canopy is closed daily at 23:00.
2. Do not use the emergency button (Green box) or open the "Escape Exit" for non-emergency incidents. Violators will be punished.

#### 五、訪客規定：由各舍宿委會決議後公告

- (一) 男一舍：每日 10:00 至 21:00，20:30 為最後訪客登記時間。
- (二) 女一舍：每日 10:00 至 18:00，17:30 為最後訪客登記時間。
- (三) 訪客登記須由住宿生出示證件，於規定時間內陪同訪客至學一舍櫃檯辦理，訪客須押身分證領取黃色背心，穿上背心後方可進入宿舍管制區。
- (四) 非訪客時間之會客地點為 1 樓交誼廳或讀書室（00:00 至 06:00 交誼廳及讀書室不開放會客，非該棟住宿生須離開宿舍），違反訪客規定者依宿舍相關規定議處。

#### V. Visitation Rules: All dormitory committees shall resolve and announce

1. Male Dormitory No. 1: Daily from 10:00~21:00, and 20:30 is the latest registration for visitors.
2. Female Dormitory No. 1: Daily from 10:00 ~ 18:00, and 17:30 is the latest registration for visitors.
3. Visitor registration requires the presentation of ID by the boarding students, who will accompany the visitor to the Dormitory No. 1 counter for processing within the specified time. Visitors must leave their ID card to receive the yellow vest. Visitors can only enter the dormitory restricted area after putting on the vest.
4. Meeting venue for non-visitation hours is the social hall or study room located in the first floor (social hall and student room not open to visitors between 00:00 and 06:00, and non-boarding students must leave the dormitory). Violation against visitation rules shall be disciplined by the relevant regulations.

#### 六、鍋爐熱水供應：每日 17:00 至 23:00，其餘時間可至各樓層使用電熱水器或至 1 樓使用儲熱式熱水器，冬天請分散時段洗澡，勿集中於 22 時以後，以免鍋爐熱水不足，並請節約用水。

VI. Hot Water Supply by Furnace: From 17:00~23:00 daily, and students can use electric water heater at all floors or use the thermal storage water heater in the first floor during other hours. Please take a shower in different time and avoid the time after 22:00, as it could result in inadequate hot water by furnace. Please conserve energy and water consumption.

#### 七、垃圾處理：

- (一) 垃圾車時間：每日中午 13:50 至 14:10 及晚上 22:40 至 23:00，地點為學一舍中庭，請同學自行將垃圾包好丟入垃圾車(勿使用黑色垃圾袋，回收物請勿丟入垃圾車)。
- (二) 宿舍 1 樓設有資源回收區，容器請先清洗後進行分類。走廊上不可堆放垃圾，並不得將垃圾棄置於廁所、資源回收區及公共區域，違者將予以處分。

#### VII. Waste Treatment:

1. Garbage Truck Hours: From 13:50 to 14:10 and 22:40 to 23:00 daily. The venue is the atrium of Dormitory 1. Please pack the wastes and toss into the garbage truck (do not use black garbage bag and do not toss the recycled items into the garbage truck).

2. The first floor of the dormitory comes with a recycling area. Please rinse the container before classification. Do not pile up wastes in the hallway or dispose wastes in the bathroom, recycling area and shared area. Violators are subject to punishment.

八、環檢規定:由各舍宿委會決議後公告

- (一)走廊通道須維持充足之空間，以免阻礙逃生動線。因此格線(綠線)內僅能放置鞋子、垃圾桶及掃具，不能放置垃圾、回收物及影響進出之物品。格線外屬公共區域，不得任意佔用，以上違者予以扣點。
- (二)每週進行不定期環檢，違者每次扣1點，學年累計達10點，於下學年降住宿1順位。
- (三)垃圾桶蓋須蓋妥不得突起，以避免蟑螂、老鼠滋生肆虐，影響公共衛生。
- (四)基於安全考量，鞋櫃及電線槽上不得放置任何物品，以免掉落砸傷同學，違者將予以扣點。
- (五)為保持通道暢通及避免走廊濕滑，請將雨傘及雨衣懸掛於各樓層雨衣區或寢室外之掛勾。

VIII. Rules for Environmental Inspection: All dormitory committees shall resolve and announce

1. Maintain adequate space in hallway passage to prevent the obstruction of escape routes. Leave only shoes, garbage can and sweeping tools in the grids (green lines). Do not leave garbage, recycled items and items affecting the access. Grids are external shared area that cannot be used without authorization. Violators will be deducted points for the aforementioned violations.
2. Environmental inspection will be conducted every week and violators will be deducted 1 point. Students with cumulative 10 points in deduction per academic year shall be downgraded by 1 order in priority for dormitory next year.
3. Close the lid on the garbage can without protruding to prevent the breeding and spread of cockroaches and rats, affecting public hygiene.
4. For safety purpose, do not store any time on the shoe cabin and wire duct to prevent injuring the colleagues from falling items. Violators will be deducted points.
5. To keep the hallway unobstructed and prevent wetting the hallway, please hang the umbrella and raincoat at the raincoat area of all floors or the hooks outside the dorm room.

九、請愛惜公物不得蓄意破壞，若有遺失及非正常損壞，須負賠償責任。

IX. Please take care of public property without deliberate destruction. Students will be held liable for compensation for any missing or abnormal damage.

十、寢室電費、熱水費、瓦斯費約每2個月抄錶收費1次，電費由同寢住宿生共同負擔，熱水費、瓦斯費由住宿生分攤。

XII. The dorm room's electricity, hot water, and gas meter will be read once every 2 months. Roommates share the electricity cost, and hot water and gas are split among the residents of the building they live in.

十一、晾曬衣服規定:請避免在寢室內晾衣物，以免潮濕導致寢室發霉，可於各樓層使用付費烘衣機、晾衣間(24小時)及1樓曬衣場(開放時間06:00-24:00)，晾衣間區域不得擺放雜物。

XIII. Rules for Hanging Clothes: Do not hang clothes in the room to prevent mold due to moisture. Use the coin dryer on all floors, laundry room (24 hours) and clothesline on the first floor (opening hours 06:00~24:00). Do not pile up miscellaneous items in the clothesline.

十二、公共區域使用規定:由各舍宿委會決議後公告

- (一)宿舍內備有簡易廚房供住宿生使用，設備使用完畢請自行清理並將個人物品帶走，違者依法規處理，不當使用造成公物之損壞者，須依「宿舍公物非正常損壞賠償辦法」賠償。
- (二)各樓層閱覽室(含交誼廳及讀書室)使用完畢後，請務必將私人物品帶走，滯留物將依相關規定辦理。

XIV. Rules for Using Shared Area: All dormitory committees shall resolve and announce.

1. There is a simple kitchen in the dorm for use by boarding students. Please clean and take your personal items with you after using the facilities. Violators are subject to discipline by law. Improper use that damages public property shall be compensated according to the "Regulations Governing Dormitory

Public Property Abnormal Damage Compensation.”

2. After using the reading rooms on each floor (including the social hall and study room), please take your personal items with you. Leaving items behind will be processed by the relevant rules.

十三、宿舍聯絡地址（郵件請務必清楚寫上地址、寢室號碼及收件人姓名，請勿寫暱稱）：

男一舍：10645 台北市大安區師大路 9 號 1XXX（寢室號碼）

女一舍：10645 台北市大安區師大路 11 號 5XXX（寢室號碼）

XV. Dormitory contact address (please write the address, room number and name of recipient clearly on the postal mail. Do not use nickname):

Male Dormitory No. 1: No. 9, Shida Rd., Daan Dist., Taipei City 10645 1XXX (Dormitory Room Number)

Female Dormitory No. 1: No.11, Shida Rd., Daan Dist., Taipei City 10645 5XXX (Dormitory Room Number)

十四、學一舍櫃檯郵件包裹領取時間，每日 09：00-21：00。

XVI. Dormitory No. 1 counter postal package pickup hours are 09:00~21:00 daily.

十五、使用宿舍網路請設定自動取得 IP 位址，設定方式張貼於辦公室窗戶上或至資訊中心網頁查詢（[https://www.itc.ntnu.edu.tw/index.php/dormitory\\_network/](https://www.itc.ntnu.edu.tw/index.php/dormitory_network/)）。

XVII. For use of dormitory internet, please configure to “automatically receive IP address.” The configuration method is posted on the window of the office 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/)).

十六、其他規定：

(一) 寢室內禁止飼養動物(導盲犬除外)，違者將予以處分。

(二) 須配合用電安全檢查及防災演練等宿舍安全相關事宜。

(三) 冰箱及除濕機須申請核准後方可使用，請至學生住宿服務中心網站下載區下載申請表。寢室內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、電棒捲除外）。請使用具安全標章之延長線。

(四) 寢室內不得烹煮食物，並不得擅接電源以免發生危險，違者將予以處分。

(五) 一般醫療用品可寄放在學一舍櫃檯之醫療冰箱內。

(六) 借用鑰匙需當日歸還，否則以扣點處理。

(七) 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，寢室門請以磁鐵或無痕膠帶張貼文件，不可使用膠帶，以免撕落油漆，退宿時需原狀返還，違者將照價賠償。

(八) 宿舍為禁菸區，勿在宿舍區域抽菸，若經舉發查獲，將依相關法規議處。

XVIII. Other Rules:

1. It is prohibited to raise animals in the dorm room (except for guide dogs). Violators are subject to penalty.
2. Must comply with dormitory safety-related matters, such as electrical safety inspections and disaster drills.
3. Use refrigerator or dehumidifier only after application with approval. Please download the application form from the Student Housing Center downloads. Do not use or hold high-power consuming electronic appliances over 500 Watts in power consumption in the dorm room.
4. No cooking in the dorm room and do not connect power to prevent danger. Violators are subject to penalty.
5. Store the general medical supplies in the medical refrigerator of Dormitory No. 1 counter.
6. Return the key the same day borrowed or the student will be deducted of points.
7. Do not adhere or renovate the dorm room: Adhesive flooring, desktop, closet, wall and other indoor facilities. Please use magnet non-residual adhesive documents for the door. Do not use scotch tape to avoid tearing off the point. Return the room as is upon checkout. Violators will need to compensate at the original price.

8. It is prohibited to smoke in the dormitory. Do not smoke around the dormitory. If investigation confirms, the student is subject to disposal by relevant rules.

十七、注意事項：

- (一) 使用任何小家電，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！寢室內避免同時使用兩支以上吹風機。
- (二) 若遇不明人士騷擾或有任何突發狀況，請立即向學一舍櫃檯或專責導師反映，尋求協助。
- (三) 宿舍背心：穿背心者皆為學校或已至宿舍櫃檯壓證登記之人員，著白色及紅色背心者每天會例行巡檢宿舍。(白色-住服中心人員、紅色-校內職員或宿委、綠色-維修廠商、黃色-訪客)。

XIX. Precautions:

1. 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. Avoid having two or more hairdryers working in the dorm room.
2. In case of encountering harassment by unknown persons or any accident, please inform the Dormitory No. 1 counter or mentor in charge to seek for help.
3. Dormitory vest: Those wearing vests are personnel of schools or having registered with the Dormitory No. 1 counter with exchange of ID. Those wearing white and red vest will inspect and repair the dormitories routinely (White – Student Housing Office personnel, Red-on-campus faculty or Dormitory Committee members, Green- Maintenance companies, Yellow-Visitors).

- 十八、為維護自身權益，請養成看公告、網頁最新消息之習慣，住宿相關訊息將張貼於宿舍公告欄，或逕至學生住宿服務中心網頁查詢 (<https://www.ga.ntnu.edu.tw/dorm/>)，有任何建議或問題請利用學生住宿服務中心意見信箱反映 ([ssa@deps.ntnu.edu.tw](mailto:ssa@deps.ntnu.edu.tw))。

- XX. For your best interests, please regularly check the announcement and latest news on the website. Information related to accommodation shall be posted on the dormitory bulletin. Alternatively, visit the Student Housing Office website (<https://www.ga.ntnu.edu.tw/dorm/>) for more information. Please give feedback with any suggestions or questions via the Student Housing Office opinion mailbox ([ssa@deps.ntnu.edu.tw](mailto:ssa@deps.ntnu.edu.tw)).

十九、重要聯絡電話：

學一舍櫃檯：(02)7749-3316  
 專導辦公室：(02)7749-3123  
 校安監控室：(02)7749-1119  
 駐警隊：(02)7749-1110

XXI. Important Contact Numbers:

Dormitory No. 1 Counter: (02)7749-3316  
 Mentor in Charge Office: (02)7749-3123  
 University Security Surveillance Office: (02)7749-1119  
 Campus Security Office: (02)7749-1110

和平校區學一舍 敬啟

Sincerely Yours

Heping Campus Student Dormitory 1