

## 國立臺灣師範大學 學二舍進住須知

### National Taiwan Normal University Dormitory No. 2 Check-In Notice

#### (一) 進住手續：

##### (I) Check-In Procedures:

1.住宿門禁以學生證刷卡進出，新生門禁卡於進住時借用並妥善保管，並於領取學生證後一週內歸還。

Dormitory access is controlled by a card system using student ID cards. New students will borrow an access card when they move in, which should be kept in good condition. The access card must be returned within one week after receiving the student ID card.

2.每寢一人代表簽名領取循環扇遙控器，並於期末退宿時簽名歸還。

One representative per room shall sign and pick up the remote control for circular fan and shall sign on the end-term check-out to return.

#### (二) 退宿手續：

##### (II) Check-out Procedures:

1.期中退宿者，請於每日 09:00-17:00 親洽學二舍櫃台辦理。請同學將個人物品完全清空後，再至櫃檯辦理寢室環境檢查。若公物損壞或遺失依提早離宿環境檢查紀錄暨收費表辦理。

Students who wish to check in /checkout during the semester shall contact the Dormitory No. 2 counter for application between 09:00-17:00. The students will need to completely clear out personal items and apply for dorm environment inspection at the counter. Any damage of public property or missing property shall be processed according to the Early Checkout Environmental Inspection Checklist and Charge Table.

2.若因個人因素，退宿時經室友同意無需負擔寢室水電費用，請取得室友簽名同意書。

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 the roommate is required.

3.住宿保證金扣除分攤電費、熱泵維護費、熱泵水費、熱泵電費、瓦斯費及雜項金額後，將會匯至個人帳戶。請自行檢視學生住宿系統中帳戶資訊是否正確，如有錯誤請立即登入更正，以利辦理住宿保證金核退作業。

After withholding the share on electricity bill, hot pump maintenance fee, hot pump water fees ,Gas Fee, hot pump electricity bill, and miscellaneous amounts, the remaining dormitory securities deposit will be remitted to the personal account. Please check the account information of student dormitory system and please log in to correct immediately for any error, which will help speeding up the approval for refund of dormitory securities deposit.

4.期中退宿欲開車入校者:請上學生住宿服務中心網頁下載公館校區住宿生車輛入校申請單，填妥後由櫃檯蓋章，供住宿生車輛單次入校使用。

請填妥後交由櫃檯蓋章，再自行交給駐警隊，需經駐警隊同意始得入校。

For check-out during the semester and driving into the campus: Please download the “Gongguan Campus Boarding Students Vehicle on

Campus Application Form” from the Student Housing Office website. Fill out the form and have the counter stamp with seal, and then follow the procedures to submit to the Campus Security Office at the university gate.

5.期末公告之進退宿日開車入校不需另行申請。入校車輛依本校車輛及物品進出管理要點辦理，並依循駐警隊指揮，違者由駐警隊依規定辦理。

Driving vehicle into campus for the check-in/check-out announced at the end of semester will not require additional application. Vehicles applying for entry to the campus must adhere to the University's Vehicle and Goods Entry and Exit Management Guidelines and follow the instructions of the Campus Security Team. Violations will be handled by the Campus Security Team in accordance with the regulations.

( 三 ) 郵件規定：

(III) Postal Mail Rules:

1.郵件包裹請清楚寫上宿舍別、寢室號碼、床號及收件人姓名，請勿寫暱稱以免被退件。

Please indicate the dormitory no., dorm room number, bed number, and name of recipient on the mail. Do not use nickname to avoid rejection.

2.範例:

11677 台北市文山區汀州路 4 段 88 號 女二舍 A□□□□寢之□床 □□□( 姓名 )

11677 台北市文山區汀州路 4 段 88 號 男二舍 B□□□□寢之□床 □□□( 姓名 )

Example:

11677 No.88, Sec.4, Dingzhou Road, Wenshan Dist., Taipei City Female Dormitory No.2 A □□□□Dorm Room □ Bed □□□(Name)

11677 No.88, Sec.4, Dingzhou Road, Wenshan Dist., Taipei City Male Dormitory No.2 B □□□□Dorm Room □ Bed □□□ (Name)

3.掛號信件及包裹，會寄 E-mail 通知取件，請憑學生證至學二舍櫃檯領取。郵件領取時間為每日 09:00-22:00

An email notice for registered mail and package will be send to the student. Please pick up the mail or package at the Dormitory No. 2 counter with the student ID. Postal pickup time is 09:00-22:00 daily.

4.宿舍不提供冷凍(藏)郵物之冰存服務，亦不提供櫃檯代付款服務。

The dormitory counter will not collect freezing/refrigerated and COD postal package services.

5.普通平信請自行至各樓層寢室信箱領取。

Please pick up the ordinary mail at the dorm room mailbox on each floor.

( 四 ) 收費規定:

(IV) Bill Rules:

1.期中收費項目：寢室一般用電及空調用電，依台電浮動計價，每月由計費系統匯出，由同寢住宿生共同負擔，在辦理退宿後從住宿保證金中統一扣除。

Midterm Billing Items: General electricity usage and air conditioning usage in the dormitory, calculated based on Taiwan Power Company's fluctuating rates. The billing system will generate a monthly bill, which will be equally shared among the roommates. These fees will be uniformly deducted from the dormitory security deposit after check-out.

2.熱泵維護費每人每月 50 元，在辦理退宿後從住宿保證金中統一扣除。

Heat Pump Maintenance Fee (NT\$50 per person per month), which will be uniformly deducted from the dormitory security deposit after check-out.

3.熱泵水費、熱泵電費、瓦斯費依學二舍總床位數均攤，在辦理退宿後從住宿保證金中統一扣除。

Heat Pump Water Fee, Heat Pump Electricity Fee, and Gas Fee: These fees will be evenly distributed based on the total number of beds in Dormitory 2 and deducted from the dormitory security deposit after check-out.

( 五 ) 修繕須知：

(V) Repair Notice:

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(如寢室門鎖、門把、爬梯與床欄等)優先處理。一案一派，請勿將多個報修項目合報為一件報修，以利維修人員判斷。

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). Apply for one case per appointment. Do not report multiple items of repair in one case to help maintenance personnel with determination.

2.請將個人電腦網路連線設定為自動取得 IP 位址，設定方式請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)) 如宿舍網路遇損壞故障，請聯絡本校資訊中心。

報修途徑：本校資中網站，點選網路服務報修，或電洽資訊中心，電話 02-7749-6900

Please set up the personal computer internet connection configuration as “automatically receive IP address.” For set up method, please visit the Information Center website.

([https://www.itc.ntnu.edu.tw/index.php/dormitory\\_network/](https://www.itc.ntnu.edu.tw/index.php/dormitory_network/)). For damage or malfunction with the dormitory internet, please contact NTNU Information Center. The report path is: NTNU website, click internet service for repair. Or contact the Information Center, TEL02-7749-6900.

3.請愛惜宿舍公物，若有遺失短缺或非正常損壞，應負賠償責任。違者依提早離宿環境檢查紀錄暨收費表全額處理。

Please take care of public property. Students will need to compensate for any missing, shortage or abnormal damage. Violators shall be processed according to the Early Checkout Environmental Inspection Checklist and Charge Table.

( 六 ) 刷卡門禁規定：

(VI) Access Control Rules:

1.每日 22：30 至隔日 06：00 學二舍一樓大門關閉，請以學生證刷卡進出。

The door at the first floor of Dormitory No. 2 closed daily between 22:30 and 06:00. Please access with the student ID card.

2.非緊急事件，嚴禁擅闖管制區，違者依學生住宿輔導辦法辦理；情節嚴重者以校規辦理。

For persons trespassing the restricted area for non-emergency incidents, violators will be punished according to National Taiwan Normal University Regulations for Student Dormitory Counseling. Those with severe circumstances will be punished by NTNU rules.

3.如遇到不明人士騷擾或任何突發狀況，請立即向學二舍櫃檯、宿舍經理或專責導師反映，尋求協助。

In case of encountering harassment by unknown persons or any accident, please inform the Dormitory No.2 counter or dormitory NO. 2 manager or mentor in charge to seek for help.

4.嚴禁變造或私自製卡，遺失請補辦學生證或至櫃檯借臨時卡。

It is strictly prohibited to alter or create cards without authorization. If your card is lost, please apply for a replacement student ID or borrow a temporary card from the front desk.

( 七 ) 會客規定：

(VII) Visitation Rules:

1. 女二舍僅依照學校表定進退宿時間開放訪客，非表定時間，謝絕一切訪客。

Dormitory NO. 2 is open to visitors only during the check-in/check-out time scheduled by the school that year. No visitors are allowed during non-scheduled time.

2.男二舍會客時間：經當屆男二舍宿委會決議後，再另行公告。

Male Dormitory No. 2 visitation hour: Separate announcement will be made after the resolution reached by the Male Dormitory No. 2 Committee.

3.訪客請於會客時間內至學二舍櫃檯，由住宿生本人辦理訪客登記並押訪客身分證件，訪客穿著背心，由住宿生本人帶進入宿舍管制區。如訪客使用公共廁所或宿舍公共設備，由住宿生本人陪同。

Visitors shall go the counter on the of Dormitory No. 2 during visitation hours and the boarding student shall apply for visitation registration with exchange of visitor' s ID card. Visitors shall wear yellow vests and companied by the boarding student into the dormitory restricted area. If the visitors need to use public bathroom or public facilities in the dorm, the boarding student will need to company the visitor.

4.非會客時間：非住宿生可至學二舍一樓交誼廳，不可上樓，違者依學生住宿輔導辦法辦理。

Non-visitation hours: Non-boarding students can go to the social hall on the first floor of Dormitory NO. 2 but could not go upstairs.

Violators are subject to the penalties under National Taiwan Normal University Regulations for Student Dormitory Counseling.

5.會客規定得依學校政策隨時調整並另行公告。

Visitation rules may be adjusted according to NTNU policies and shall be announced separately.

( 八 ) 熱水供應：

(VIII) Hot Water Supply:

24 小時供應熱水，冬天請分散時段洗澡，勿集中於 22:00 以後，以免熱水同時段供應不足，並請節約使用。

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

( 九 ) 環檢規則：

(IX) Environmental Inspection Rules:

1.走廊通道須維持充足之空間，不得任意佔用，由住服中心工作人員、宿委每週進行不定期環檢，請勿堆放垃圾與私人物品，違者依學生住宿輔導辦法辦理。

Maintain adequate space in hallway passage without unauthorized occupation. Do not leave garbage and personal items as the Dormitory Center staff and the Dormitory Committee will inspect the environment from time to time every week. Violators are subject to penalties under National Taiwan Normal University Regulations for Student Dormitory Counseling.

2.為避免同學滑倒及保持走道暢通，請將雨具收於寢室內或晾衣間，不可放置於走廊。

To prevent student slipping and keeping the pathway unobstructed, please hang the rain gears on the racks by the doors of each dorm room and not in the hallway.

3.宿舍禁止飼養寵物或其它動物(導盲犬不在此限)，以維護公共衛生，違者依學生住宿輔導辦法辦理。

It is prohibited to raise pets or animals (excluding guide dogs) in the dorm room to maintain public hygiene. Violators are subject to National Taiwan Normal University Regulations for Student Dormitory Counseling.

4.請勿私自黏貼或改造如自黏地板、桌面、衣櫃、牆面等宿舍設施，退宿時需原狀返還，違者照價賠償並依學生住宿輔導辦法辦理。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.

(十) 寢室生活公約：

(X) Dormitory Regulations:

請自行與室友協議各寢室的生活作息，明定自己寢室的生活公約，如有糾紛或衝突，請先依各寢室公約協調。

Please reconcile with the roommates for the lifestyles of each dorm room to stipulate the own dormitory regulations. In case of any dispute or conflict, please resort to the dormitory regulations first.

( 十一 ) 用電安全規定:

(XXI) Electricity Safety Use Rules:

1.宿舍嚴禁攜入或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、電暖氣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 )，亦不得擅接電源以免發生危險。違者依學生住宿輔導辦法及學生宿舍用電實施要點辦理。

It is prohibited to bring in or use personal instant electric pot, freezer, electric cooker, electric stoves, electric kettles, electric water heaters, electric irons, ovens, induction stoves, microwave, electric heater, and other electrical devices which power consumption is over 500 watts (hair dryers excluded) in the dorm room. The students may not connect the power to prevent danger. Violators shall be punished according to National Taiwan Normal University Regulations for Student Dormitory Counseling and Regulations Governing Student Dormitory Electricity Consumption.

2.公共區域(含地下室)之電源及電器設備不得任意更動，違者依學生住宿輔導辦法及學生宿舍用電實施要點辦理。

The power supply devices and electrical equipment in public areas (including the basement) may not be moved without authorization.

Violators are subject to the penalties under National Taiwan Normal University Regulations for Student Dormitory Counseling and Regulations Governing Student Dormitory Electricity Consumption.

3.若有使用電冰箱、除濕機之需求，應備齊申請資料，向學生住宿服務中心提出申請，待核准後方可使用。

Students with need for using refrigerator and dehumidifiers shall prepare all documents for the application and submit the application to the Student Housing Office for approval before use.

( 十二 ) 冰箱規定:

(XII) Refrigerator Rules:

1. 宿舍不提供公共冰箱，若有需要，請自行添購，以整寢為單位申請。

The dormitory does not provide a public refrigerator. If needed, please purchase one yourself and apply for it as a whole dorm unit.

申請途徑:請上學生住宿服務中心網頁下載冰箱申請表，經全寢室友同意及簽名，填寫表單後連同冰箱規格書交由各宿舍經理審查，核可後才可使用。冰箱電費納入寢室電費，由全寢住宿生共同負擔。

Application path: Students will need to visit the Student Housing Office website to download the “Refrigerator Application Form.” All dorm roommates must agree and sign. Fill out the form and enclose the refrigerator specification to the dormitory manager for review and approval before use. The refrigerator electricity fees will be included in the dorm room electricity bills, which will be shared by all boarding students of the dorm room.

2.冰箱由各寢自行清潔管理，需在冰箱上貼申請回條並準時於規定時間前自行移除，違者依廢棄物處理。

Each dorm room shall be responsible for cleaning and keeping custody of its refrigerator. Post the “Application Slip” on the refrigerator and remove the refrigerator before the specified time period. The refrigerator could be discarded was wastes if students violate the rules.

( 十三 ) 垃圾處理:

(XIII) Waste Treatment:

1.一般垃圾車停靠時間：15:10-15:20、21:30-21:45 於學二舍門口空地。

General garbage truck parking schedule: 15:10-15:20, 21:30-21:45 at the vacant land in front of the Dormitory No. 2 door.

2.資源回收區：位於一樓回收區，請做好垃圾分類。

Recycling Site: Located on the first floor. Students will need to classify the garbage.

3.每學期初及期末丟大型廢棄物日：將另外張貼公告開放時間與置放地點。

At the beginning and end of each semester for discarding large waste: Additional post will announce the opening time and site of placement.

4.平日大型廢棄物：請自行拿到公館校區圖書館側門旁的資源回收場。

Daily large wastes: Please take the garbage to the recycling site next to the side door of Gongguan Library.

5.浴廁禁止丟棄寢室垃圾，違者依學生住宿輔導辦法辦理。

It is prohibited to discard the dorm room wastes in the bathroom. Violators are subject to penalties under National Taiwan Normal University Regulations for Student Dormitory Counseling.

( 十四 ) 交誼廳:

(XIV) Social Hall:

1.各樓層交誼廳為 24 小時開放，燈光節約時間為每日 00：00 至 06：00。期中、期末考週及前一週另行調整延長照明時間。

The social hall for each floor is open 24 hours a day. The daylight-saving time is between 00:00~06:00am daily. During the midterm and final week and the week before, additional lighting time will be adjusted and extended.

2.請注意音量，不得妨礙他人。請維護整潔，垃圾需自行帶走。

Please keep your volume down. Do not bother others. Please keep the environment clean and take your own garbage when you leave.

3.使用完畢後請恢復原狀、隨手關閉電源。若不當使用或造成公物損壞者，應照價賠償並依學生住宿輔導辦法辦理。

Please restore to original condition after use. Turn off the light when not in use. Improper use or damage on public property will require the compensation at original price and subject to penalties under National Taiwan Normal University Regulations for Student Dormitory Counseling.

( 十五 ) 簡易廚房:

(XV) Simple Kitchen:

1.各樓層交誼廳設有簡易廚房，相關設備使用完畢後，請自行清理及將個人物品帶走。若不當使用造成髒亂或造成公物損壞者，應照價賠償並依學生住宿輔導辦法辦理。

All floors come with a simple kitchen. After using the facilities, please clean up and remove all personal items and garbage. Improper use results in mess or causing damage in public property shall be compensating at the original price according to National Taiwan Normal University Regulations for Student Dormitory Counseling.

2.廚房櫥櫃不可放置個人廚具及個人物品，違者視為廢棄物。

Do not store personal kitchenware and personal items in the kitchen or else these items could be disposed as wastes.

3.響應節能政策，每年 12 月至 2 月僅單數樓層供應冰水。每週消毒時間為週一 01:00 單數樓層、03:00 雙數樓層各殺菌 50 分鐘,請至其他樓層取水。

In response to the energy-saving policy, only odd-numbered floors will supply chilled water from December to February each year. The weekly disinfection schedule is as follows: Mondays at 01:00 for odd-numbered floors and 03:00 for even-numbered floors, with a 50-minute sterilization process for each. Please collect water from other floors during these times.

( 十六 ) 洗衣間:

(XVI) Laundry Room:

1.各樓層於南側洗衣間設有洗衣機、烘衣機、脫水機。請於 23:00 前使用完畢，以避免影響宿舍安寧。如遇故障情形，請自行登記報修系統，並註明機台號碼。若投幣被吃錢可至櫃檯登記退款，若智慧支付請洽廠商退款資訊。

There are washing machines, dryers and spin dryers installed in the laundry room at the south wing of each floor. Please use the machines before 23:00 to keep the dormitory quiet at night. For any malfunction, please register on the repair report system and indicate the number of machines. If the machines did not work after putting in the coins, register at the counter for refund. If using smart payment for the washing machine, please contact the vendor for refund information.

2.本舍洗烘衣機可智慧查詢使用狀況，請掃曬衣間 QR 碼。曬衣可利用各樓層洗衣間，洗衣間內禁止擺放垃圾或雜物，不可晾曬超過三天占用公共空間。

You can check the availability of the washing and drying machines in this dormitory using a smart inquiry. Please scan the QR code in the laundry room. Use the laundry rooms for hanging the cloth. It is prohibited to store garbage or miscellaneous items in the laundry room. Do not hang your clothes for more than 3 days so as to occupy the public space.

( 十七 ) 申請床位及候補、換寢換舍、繳交住宿費及保證金退款、申請住宿證明:



(XVII) Bed Application and Waiting List, Change of Dorm Rooms, Accommodation Rent Payment and Securities Deposit Refund, Application for Dormitory Certificate:

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

For undergraduates, please contact Ms. Feng 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

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

( 十八 ) 地下停車場申請資訊：

(XVIII) Underground Parking Application Information：

學二舍地下停車場車位申請及繳費資訊，請洽公館總務組。

For information regarding the application and payment for parking spaces in the dormitory basement of Dorm 2, please contact the Gongguan Campus General Affairs Office.

( 十九 ) 宿舍生活問題反映:

(XIX) Feedback on Dormitory Life:

男二舍經理江小姐 Tel:(02)7749-6923 Email: karen1019@ntnu.edu.tw

Dormitory NO. 2 Manager Ms. Chiang Tel: (02) 7749-6923 Email: karen1019@ntnu.edu.tw

女二舍經理王小姐 Tel:(02)7749-6522 Email: sunny0325@ntnu.edu.tw

Dormitory NO. 2 Manager Ms. Wang Tel: (02)7749-6522 Email: sunny0325@ntnu.edu.tw

( 二十 ) 建議或意見管道:

(XX) Channels for Suggestions or Opinions

1.宿舍公告訊息張貼於宿舍電梯或一樓大廳公佈欄，請定期主動查看。

Please voluntarily check the dormitory announcement posted on the dormitory elevators or bulletin board on the 1st floor lobby.

2.學生住宿服務中心網頁 <http://www.ga.ntnu.edu.tw/dorm/>

Student Housing Office Website <http://www.ga.ntnu.edu.tw/dorm/>

學生住宿服務中心電子信箱 ssa@deps.ntnu.edu.tw

Student Housing Office email ssa@deps.ntnu.edu.tw

( 二十一 ) 重要聯絡電話：

(XXI) Important Contact Numbers:

學 二 舍 櫃 檯 : (02)7749-6920

專責導師辦公室 : (02)7749-6528 、 (02)7749-3123

公館校區校警室 : (02)7749-6914

Dormitory NO. 2 Counter: (02)7749-6920

Mentor In Charge Office: (02)7749-6528, (02)7749-3123

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

公館校區學二舍 敬啟

Sincerely Yours,

Gongguan Campus Dormitory NO. 2