

國立臺灣師範大學 | 學七舍進住須知



1

進住 Check-in



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。
Use student ID to access the dormitory. Please finish the new student physical examination as soon as possible to receive the student ID.

2

每寢 1 人代表簽名領取冷氣遙控器。
One representative from each dorm room signs to pick up the remote control for air conditioner.

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。
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.

2

退宿 Check-out

01

請同學完全清空再至櫃檯辦理退宿，公物損壞或遺失費用詳見公物設備及環境檢查紀錄表。
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.

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1200元）。
After finishing check-out, sign and return the key and remote control of air conditioner (student will need to pay Key NT\$50 and Remote control NT1,200 for any missing or damage).

02

03

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。
Students who wish to check out during the semester shall contact the Dormitory No. 7 counter between 09:00-20:00, in order to assure the subsequent refund procedures for security deposit later.

退宿可委由他人代辦繳費還鑰匙；可提前退宿，不得延後辦理，以免影響他人住宿權益。
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.

04

05

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。
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.

3

水電費 Water and Electricity Bill

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，**熱泵電費、水費由該棟住宿生分攤，熱泵維護費為每人每月50元。**

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, water fees are split among all residents of the building. The heat pump maintenance fees NT\$50 per person per month.**



4

修繕須知 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，報修路徑：
Upon check-in, in case of damage and malfunction with the dormitory facilities, please register with the “Dormitory Repair System.” Repair report path：

師大首頁之校務行政資訊入口網登入
Log in at the NTNU Homepage University Affair
Administration Information Portal

點選應用系統之「學生宿舍相關系統」
click the “Student Dormitory Related Systems”
of the application system

點選「宿舍修繕系統」
click “dorm repair system”

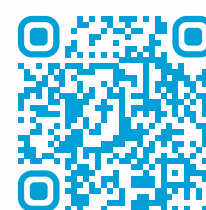
學期初因修繕量較大，會以緊急修繕(如門鎖、門把、鐵爬梯與床欄等)優先處理，
請同學養成公物損壞隨時報修之習慣。

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 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

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.



資訊中心網頁

- 3 宿網如有故障，請至資訊中心網站點選「網路服務」報修。
For malfunction with dormitory internet, please visit the Information Center website and click “**internet service**” for repair.

5

門禁規定 Access Control Rules

1

本棟2樓為性別友善樓層，男生樓層為3樓至7樓，女生樓層為8至12樓，
請勿進出異性樓層，違者將依宿舍相關規定議處。

The 2nd floor of the building is a gender-friendly floor. The male floors from 3rd floor to 7th floors. The female floors are from 8 to 12 floors. Do not access the floors of opposite sex or else violators will be punished by the relevant regulations.

2

每日23:00至06:00學七舍一樓大門關閉，請由小門以學生證刷卡進出。

Doors at the first floor of Dormitory No. 7 closed daily between 23:00 and 06:00.
Please enter from the side door with student ID card as the access card.

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，將以宿舍相關規定議處。

Do not use the emergency button (Green box) or open the “Escape Exit” for non-emergency incidents. Violators will be punished by the relevant regulations.

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。

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.

6

訪客規定 Visitation Rules



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。

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.



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議處。

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.

7

熱水供應 Hot Water Supply



24小時供應熱水，天冷期間請分散時段盥洗，避免集中晚上10時後，以免熱水供應不足，並請節約用水。

Hot water is supplied 24 hours a day. Please use the bathroom in different time intervals during cold days. Try to avoid after 10:00pm as the hot water supply may be inadequate during the peak interval. Please conserve energy and water consumption.

8

環檢規定 Rules for Environmental Inspection

01

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議處。

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. Violators will be punished by the relevant regulations.

為避免同學滑倒及保持走道暢通，請將雨具用品懸掛於各寢室門口架子上。

To prevent student slipping and keeping the pathway unobstructed, please hang the rain gears on the racks by the doors of each dorm room.

02

03

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議處。

It is prohibited to raise pets or animals (excluding guide dogs) in the dorm room to maintain public hygiene. Violators will be punished by the relevant regulations.

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。

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.

04

9

垃圾處理 Waste Treatment



1

垃圾車於**每日21時50分至22時05分停於學七舍前空地。**

The garbage truck will **park at the land in front of Dormitory No. 7 daily between 09:50~10:50pm.**

2

資源回收及廚餘，住宿生做好分類後拿至一樓回收區。

Boarding students will classify the recycled items and kitchen waste and take them to the 1st recycling site.

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。

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.



10

洗衣間 Laundry Room



各樓層東西兩側都設有

2台洗衣機 & 1台烘衣機 & 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。

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.



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議處。

Hang the clothes on the two sides of the laundry room. Do not store personal items or garbage in the laundry room. Violators will be punished by the relevant regulations.

11

簡易廚房 Simple Kitchen



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議處。不當使用造成公物損壞，依學生宿舍公物非正常損壞賠償辦法賠償。

All floors come with a simple kitchen. After using the facilities, please clean up and remove all personal items and garbage. Violators will be punished 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.

12

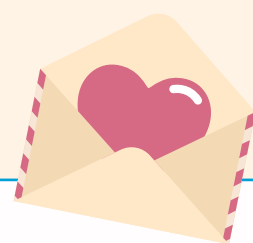
郵件規定 Post Mail Rules

- * 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
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 台北市文山區汀州路 4 段 88 號 學七舍 7□□□□寢 □□□ (姓名)

116059 No. 88, Sec. 4, Dingzou Road, Wenshan Dist., Taipei City
Dormitory No. 7 □□□□Dorm Room □□□ (Name)



- ◆ 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。
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.
- ◆ 宿舍櫃台不代收冷凍/冷藏及貨到付款之郵物。
The dormitory counter will not collect freezing/refrigerated and COD postal item.

13

用電安全規定 Electricity Safety Use Rules

1

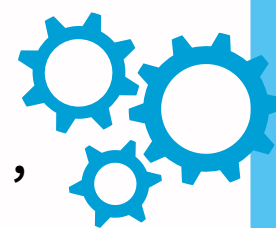
寢室內目前僅開放130公升以下小冰箱申請使用。
住宿生不得使用或持有消耗功率超過500瓦之高耗電電器用品(吹風機除外)，
違者將依宿舍相關規定議處。

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). Violators will be punished by the relevant regulations.

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！

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.



14

床位申請・候補相關・保證金・申請住宿證明

Bed Application, Waiting List Related, Securities Deposit, and Application for
Dormitory Certificate



大學部請洽承辦人 馮小姐 For undergraduates, please contact Ms. Feng
☎ (02) 7749-3322 ✉ fish516@ntnu.edu.tw



碩博班請洽承辦人 蘇小姐 For master or doctorate, please contact Ms. Su
☎ (02) 7749-6922 ✉ su0427@ntnu.edu.tw

17

宿舍生活問題反映 Feedback on Dormitory Life



學七舍 王小姐 Dormitory NO. 7 Manager Ms. Wang
☎ (02) 7749-6927 ✉ hsiaowei23@ntnu.edu.tw

18

其他管道 Other Channels

* 為維護自身權益，請住宿生留意宿舍公布欄公告訊息。

Boarding students will need to pay attention to the announcement and information posted on the dormitory
bulletin in their best interest.



學生住宿服務中心網頁 Student Housing Office website : <http://www.sa.ntnu.edu.tw/dorm/>



學生住宿服務中心信箱 Student Housing Office mailbox : ssa@deps.ntnu.edu.tw

19

重要聯絡電話 Important Contact Numbers

專責導師辦公室 Mentor in Charge Office : (02)7749-6528

公館校區校警室 Gongguan Campua University Security Office : (02)7749-6914

學七舍櫃檯 Dormitory No. 7 Campus Counter : (02)7749-6928

