申請組寢操作手冊

Student Dormitory Roommate Grouping Application User Guide



重要說明

1.研究生床位分發順序:留原寢之個人→留原寢之組寢→不指定原寢之組寢→其他

2.大學生床位分發順序:留原寢之組寢→不指定原寢之組寢→留原寢之個人→其他

3.留原寢之組寢之分發以發起人之原寢為優先,若發起人原寢之剩餘床位少於組寢人數則降為不指定原寢之組寢。

4.若留原寢之組寢有二組以上指定同房間時,由組寢人數多者先排,組寢人數相同時由電腦亂數決定。

5.留原寢之組寢及不指定原寢之組寢皆依組寢人數多寡依序排床位,組寢人數愈多,組寢愈有可能成功。

6.不指定原寢之組寢分發時若所有剩餘房間之剩餘床位皆少於組寢人數,則該組寢將無法成功,改以留原寢之個人來分發床位。

7.未組寢者先以留原寢之個人之方式來安排床位。

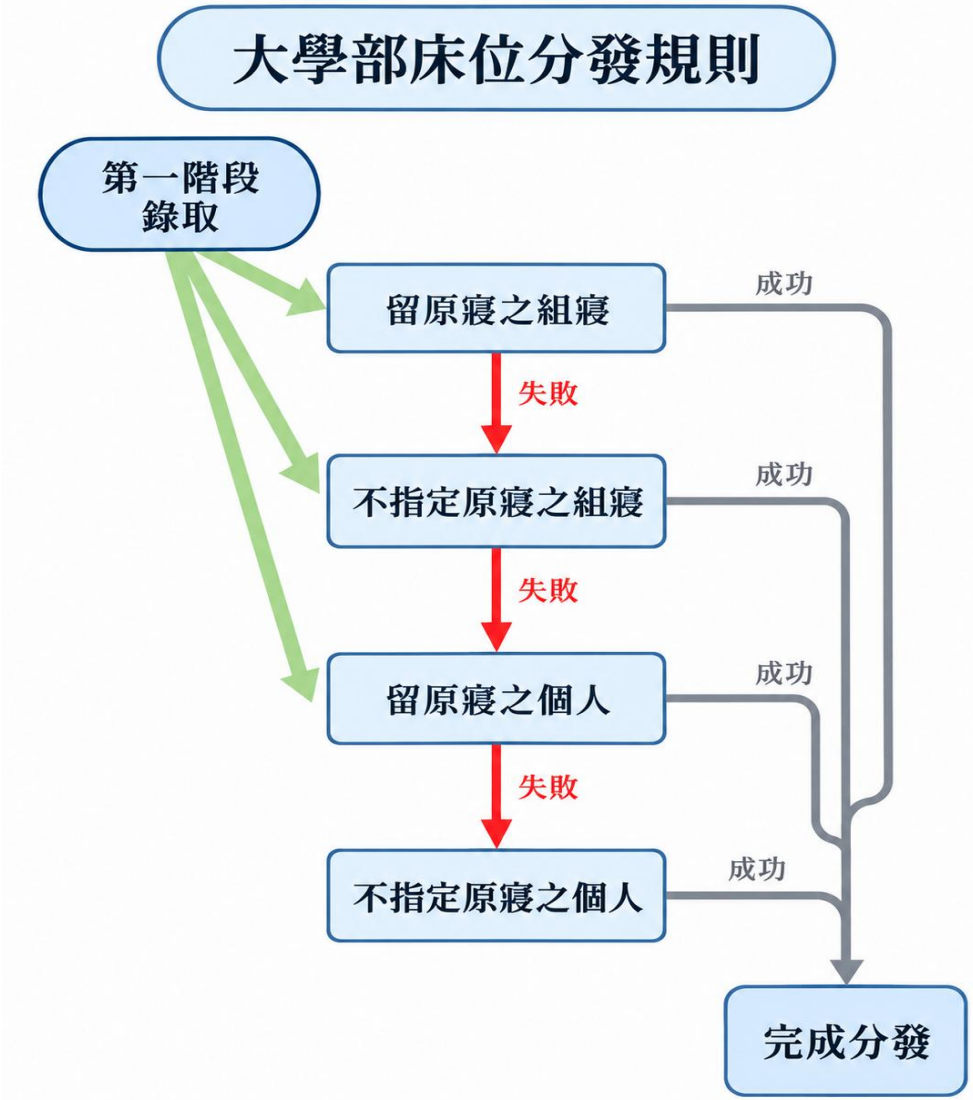
8.留原寢之個人以分發至原寢原床為原則;但若原寢之原床已先被排用,則安排原寢之其他床位;若原寢已無床位,則由電腦安排其他寢室之剩餘床位。

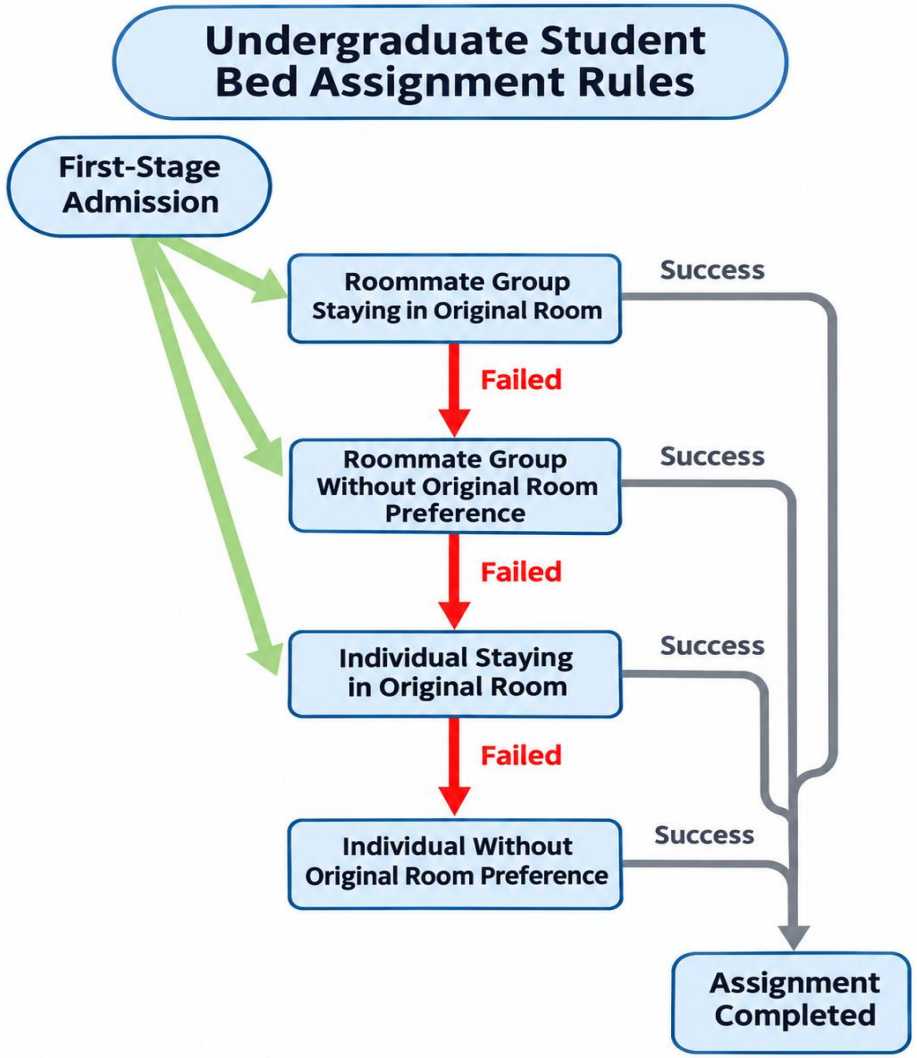
Important Information

1. **Graduate Student Bed Assignment Priority:**
   Individual students staying in their original rooms → Roommate groups staying in their original rooms → Roommate groups without a preference for their original rooms → Others.
2. **Undergraduate Student Bed Assignment Priority:**
   Roommate groups staying in their original rooms → Roommate groups without a preference for their original rooms → Individual students staying in their original rooms → Others.
3. **Priority for Roommate Groups Staying in Their Original Rooms:**
   Priority will be given to the original room of the group initiator. If the number of available beds in that room is fewer than the number of group members, the application will be reclassified as a roommate group without a preference for the original room.
4. **Multiple Roommate Groups Requesting the Same Room:**
   If two or more roommate groups request the same room, priority will be given to the group with more members. If the groups have the same number of members, priority will be determined randomly by the computer system.
5. **Priority Based on Group Size:**
   For both roommate groups staying in their original rooms and those without a preference for their original rooms, beds will be assigned based on group size. Larger groups will receive higher priority and have a greater chance of being assigned to the same room.
6. **Unsuccessful Roommate Group Assignments:**
   If no remaining room has enough available beds to accommodate all members of a roommate group without a preference for the original room, the group assignment will be unsuccessful. Members will then be assigned beds individually, with priority given to staying in their original rooms.
7. **Students Not Participating in Roommate Grouping:**
   Students who do not participate in roommate grouping will first be assigned beds individually, with priority given to staying in their original rooms.
8. **Individual Bed Assignments in Original Rooms:**
   Students assigned individually with a preference for their original rooms will generally retain their original beds. However, if their original beds have already been assigned to other students, they will be assigned other available beds in the same room. If no beds remain available in the original room, the computer system will assign them to available beds in other rooms.

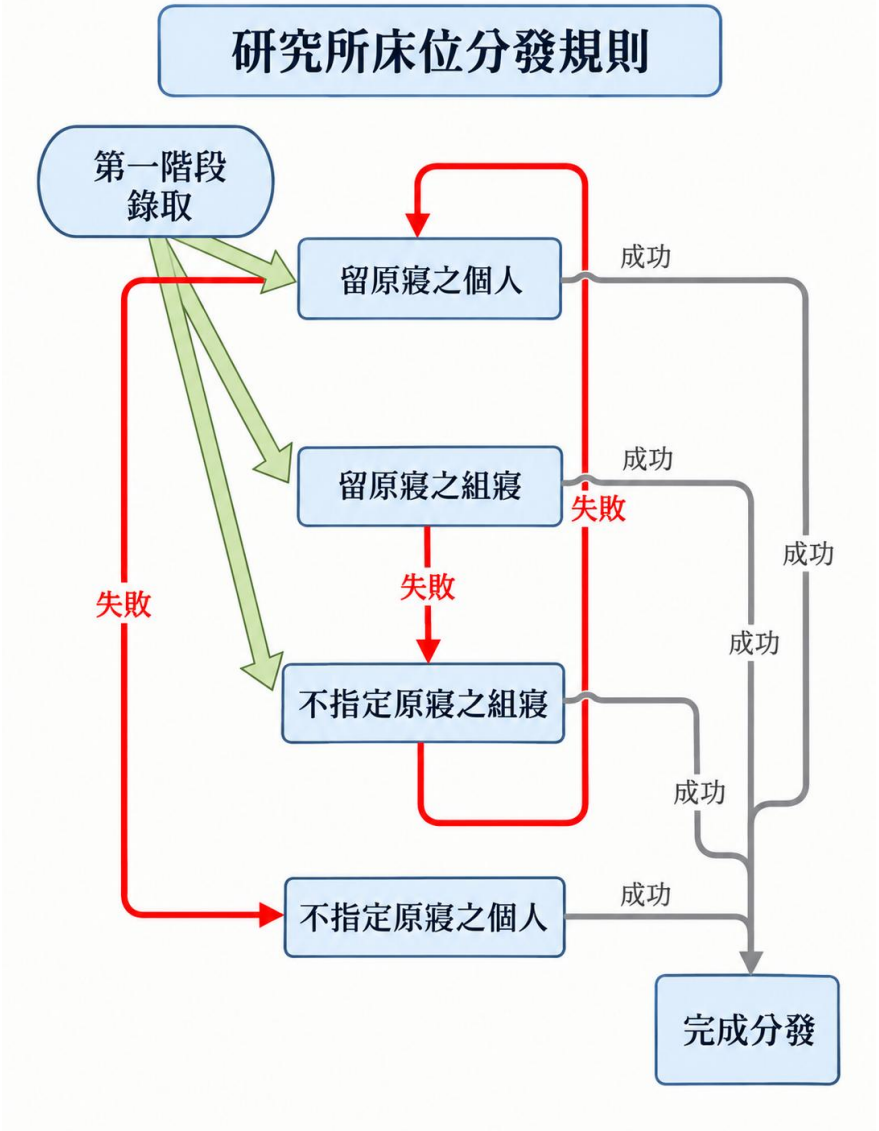
**In case of any discrepancy between the English version and the Chinese version, the Chinese version shall prevail.*

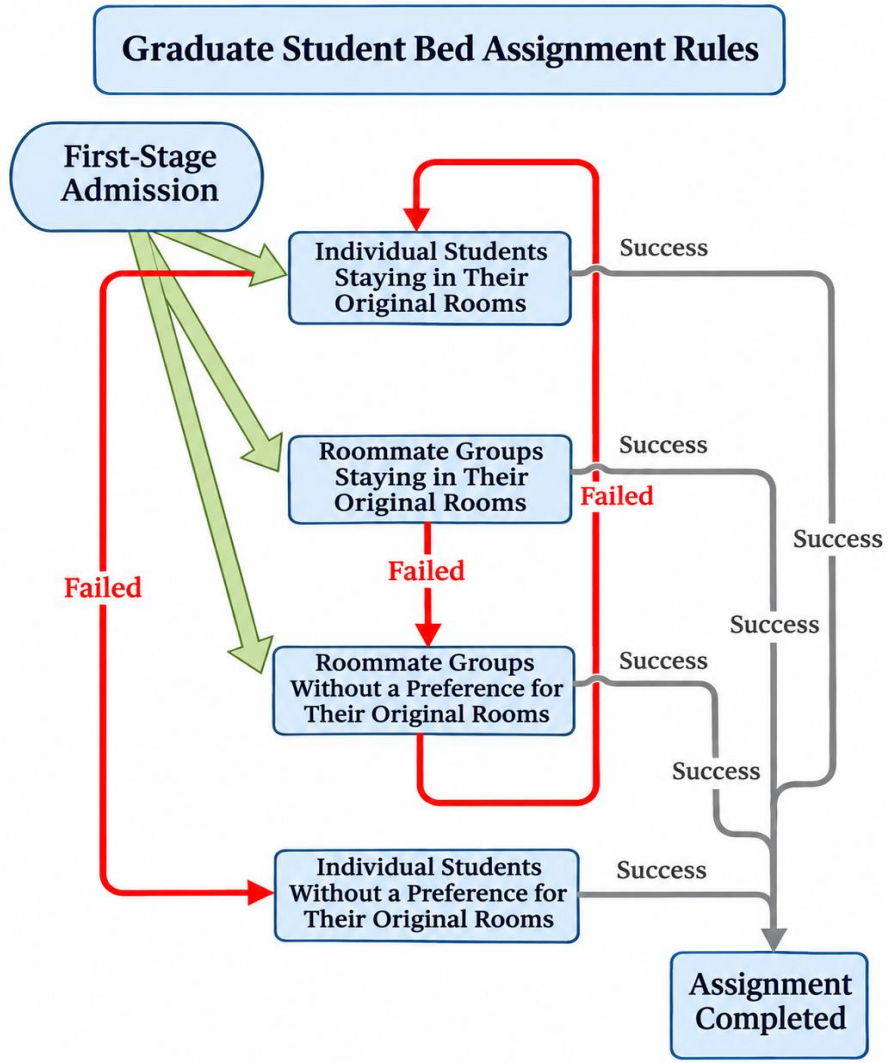
大學部床位分發規則
Undergraduate Student Bed Assignment Rules





研究所床位分發規則
Graduate Student Bed Assignment Rules





中文介面





STEP 01 登入校務行政入口



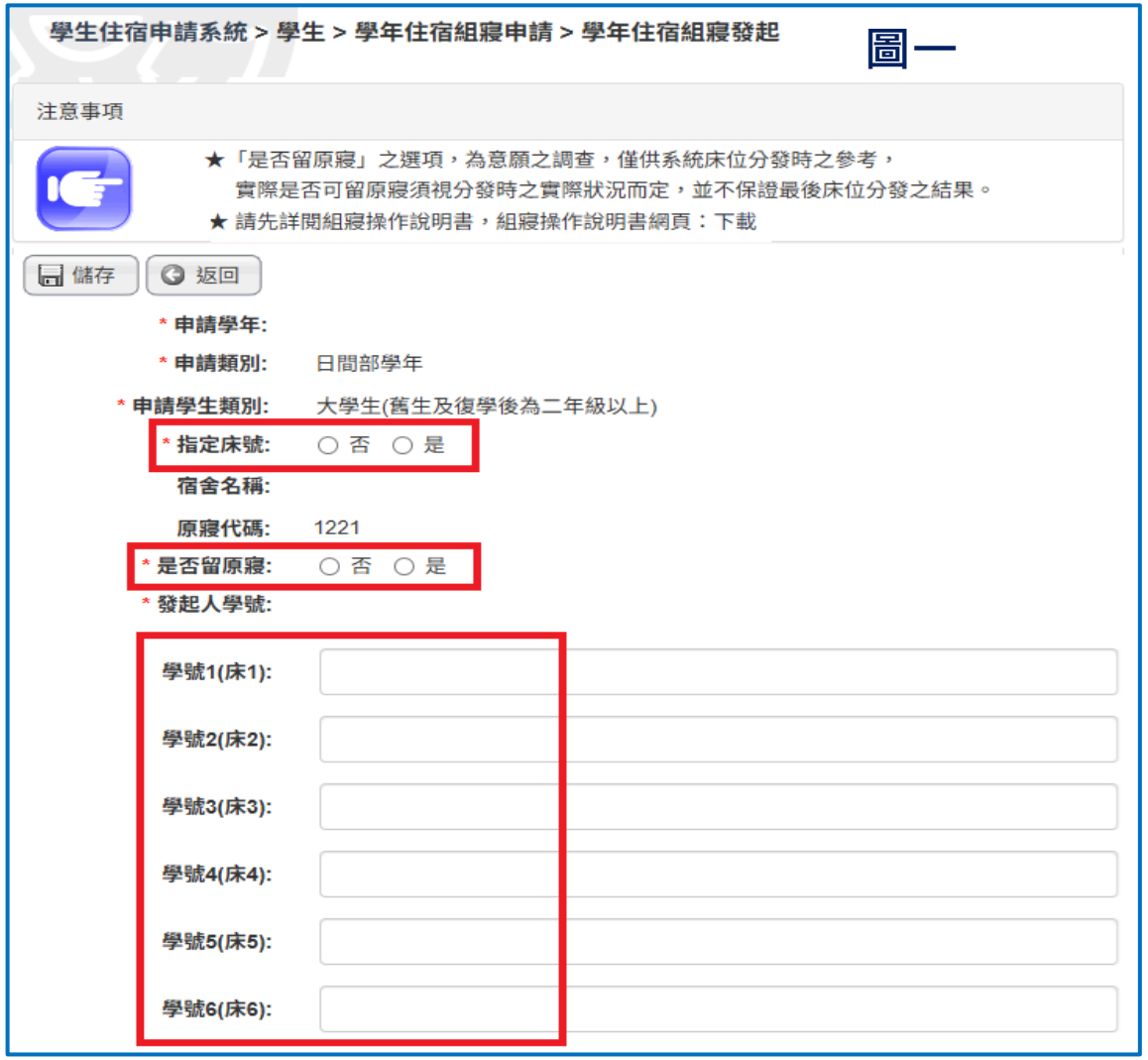
STEP 02 組寢申請->學年組寢申請->發起組寢



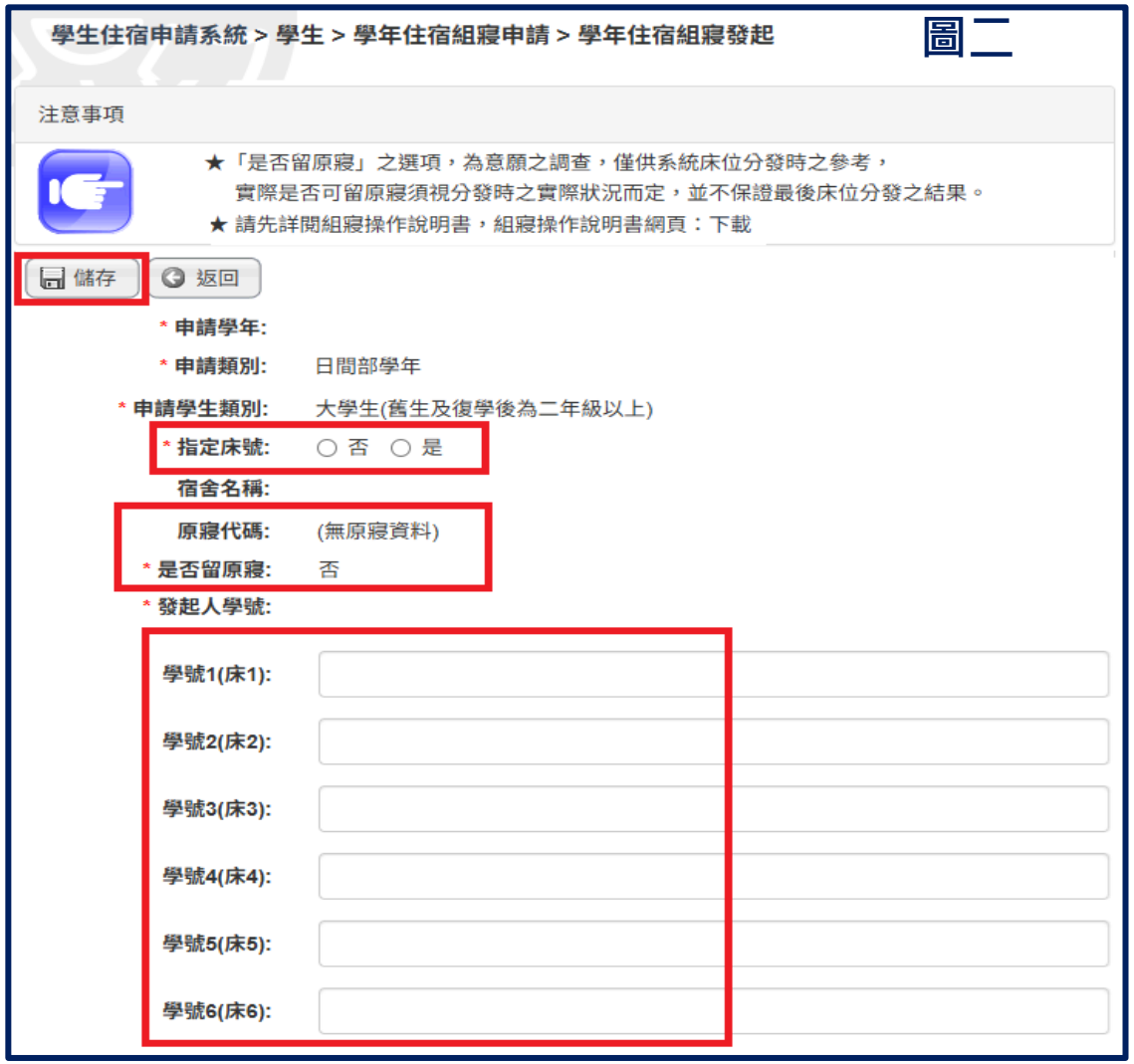
STEP 03 發起組寢

- 要申請組寢者請推派一人擔任「發起人」,按「發起組寢」按鈕並填寫組寢資料。
- 留原寢:若發起人於暑宿有住宿,且第一階段分發到和暑宿相同宿舍,可選擇留原寢,如圖一所示。
- 不可留原寢:發起人於前學期無住宿或第一階段分發到非原寢之宿舍,原住宿宿舍關閉也不可留原寢,如圖二所示。

圖一



圖二



STEP 04 加入組寢

- 發起人「發起組寢」後,組寢名單中的其他同學,必須進入系統按「加入」按鈕以確認加入組寢,未成功加入者將不進行組寢分發,如圖三所示。
- 可按「檢視」按鈕查看是否已成功加入。
- 未「加入」組寢者仍可按「發起組寢」按鈕以建立新的組寢名單。

圖三



STEP 05 退出組寢

- 已發起組寢者或已加入組寢者,可按「退出」按鈕來取消自己的確認狀態,如圖四所示。
- 發起人一旦建立組寢名單,即不可修改名單。若要調整組寢名單,已確認者可逐一「退出組寢」,然後重新「發起組寢」。



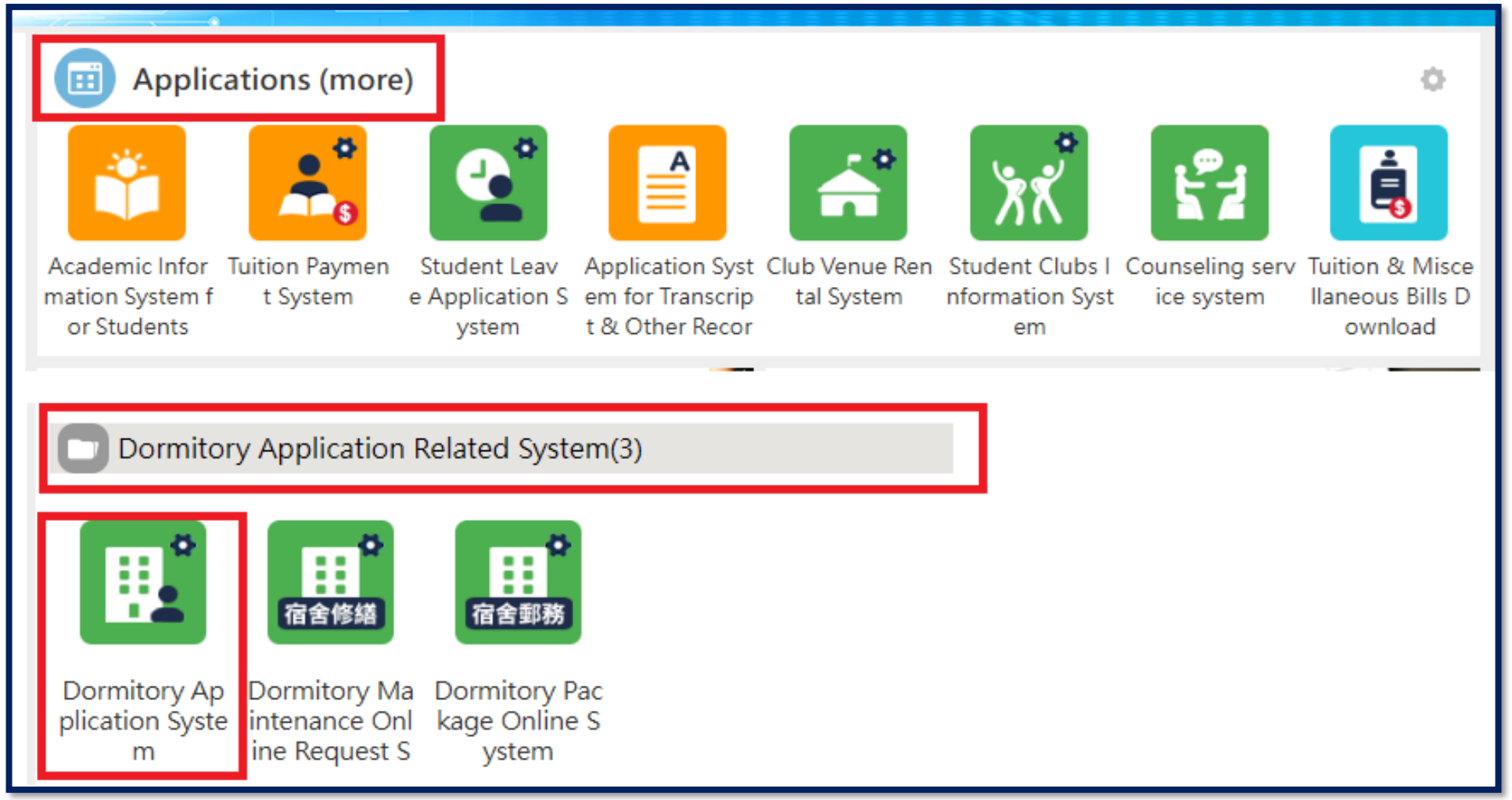
STEP 06 檢視組寢狀態

- 第一階段宿舍分發錄取的同學在組寢開放期間可「發起組寢」、「加入組寢」或「退出組寢」。在組寢名單中的同學可按「檢視」按鈕來查看目前申請狀態,如圖五所示。
- 「發起組寢」、「加入」的同學代表「已確認」。
- 已確認的同學不可再被列入其他組寢名單。
- 「退出」代表將「已確認」改為「未確認」。
- 已確認的同學不能再「發起組寢」或「加入」其他組寢名單,但可進行「退出」。
- 未確認的同學可「發起組寢」或「加入」其他組寢名單。
- 組寢結束後,已確認人數大於或等於 2 人的名單皆視為有效的組寢。已確認者將由電腦進行組寢分發,未確認者將不進行組寢分發 (重要! 未按「加入」者視同沒有申請組寢)。



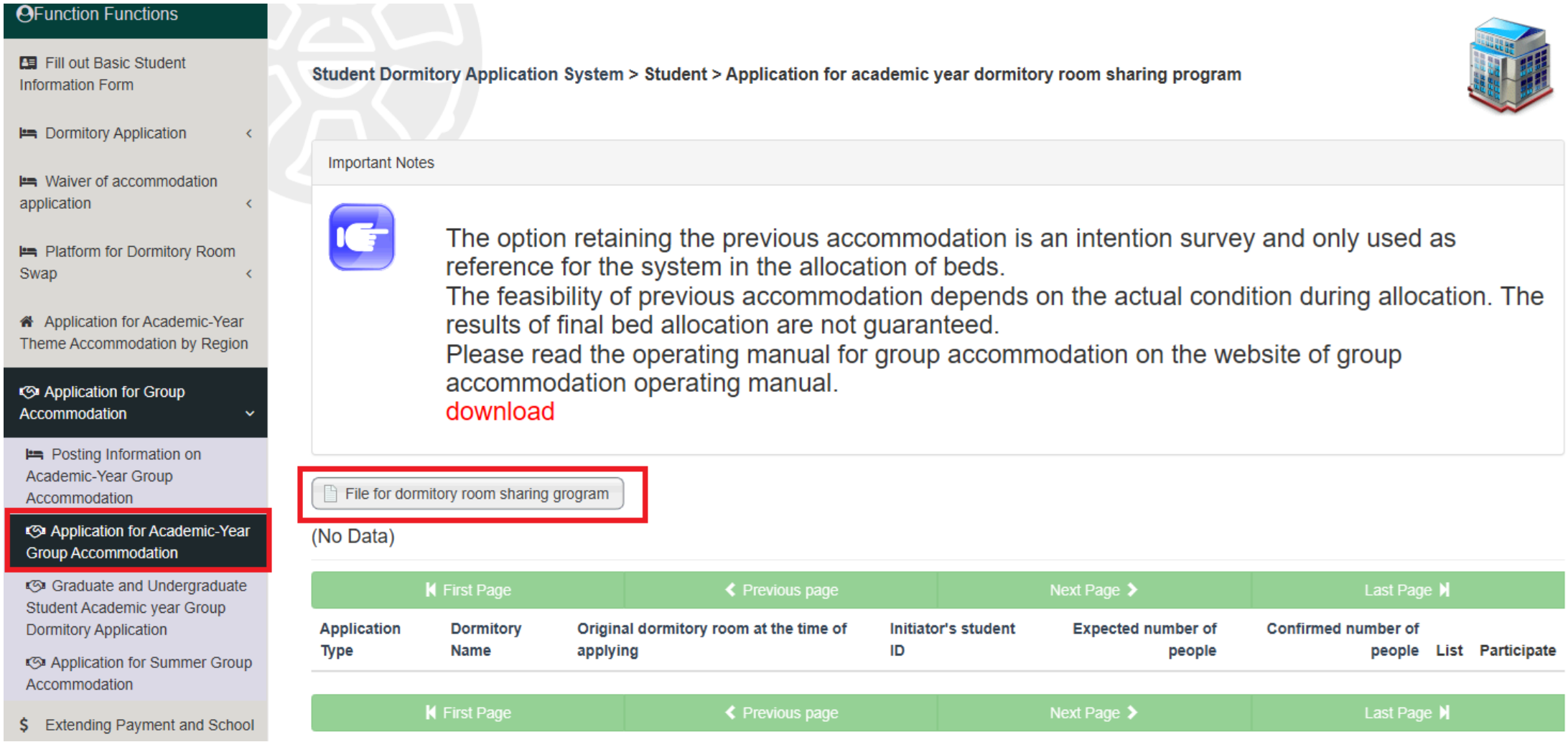

English interface

STEP 01 Log in to the NTNU Administration Portal



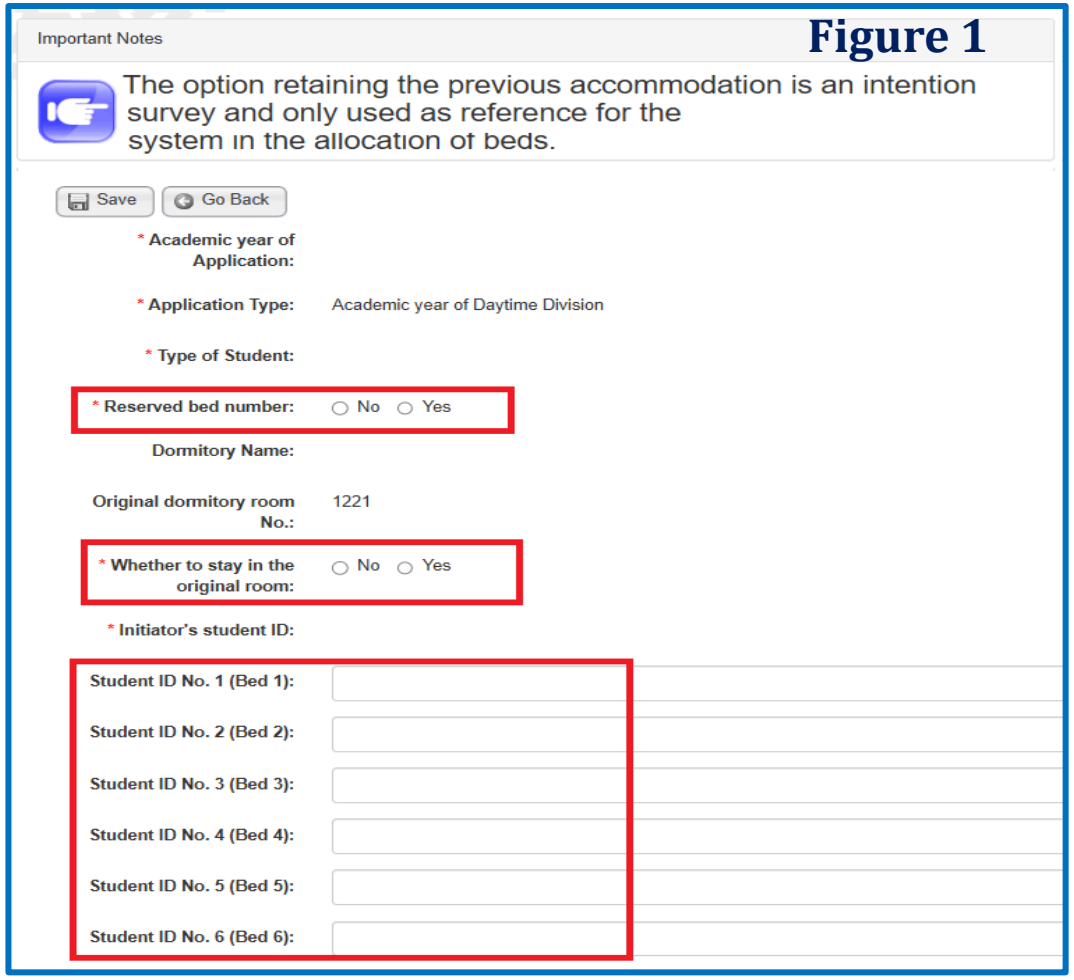
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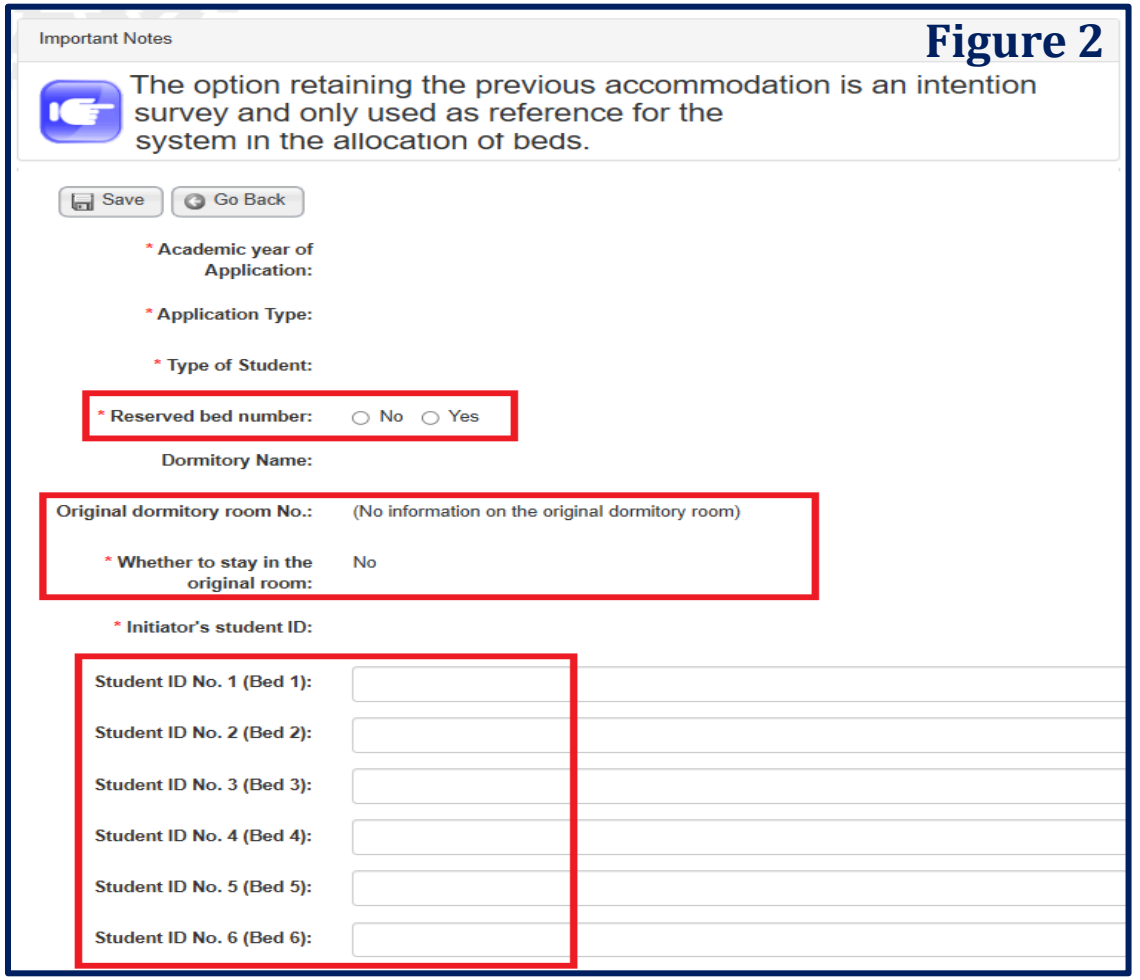
STEP 02 Application for Group Accommodation → Academic for Academic-Year Group Accommodation → File for dormitory room sharing Program



STEP 03 File for dormitory room sharing Program

- Students who wish to apply for roommate grouping must designate one student as the group initiator. The initiator should click "Create a Group" and enter the required roommate grouping information.
- Staying in the Original Room: If the group initiator stayed in a dormitory during the summer break and was assigned to the same dormitory during the first stage of bed allocation, they may choose to stay in their original room, as shown in Figure 1.
- Not Eligible to Stay in the Original Room: If the group initiator did not stay in a dormitory during the previous semester, was assigned to a different dormitory during the first stage of bed allocation, or their original dormitory is closed, they are not eligible to stay in their original room, as shown in Figure 2.





STEP 04 Participate in a Roommate Group

- After the initiator creates a roommate group, all other students listed in the group must log in to the system and click “Participate" to confirm their participation. Students who do not successfully join the group will not be included in roommate group bed assignments, as shown in Figure 3.
- Students may click "View" to check whether they have successfully joined the group.
- Students who have not joined a roommate group may still click "Create a Group" to establish a new roommate group.

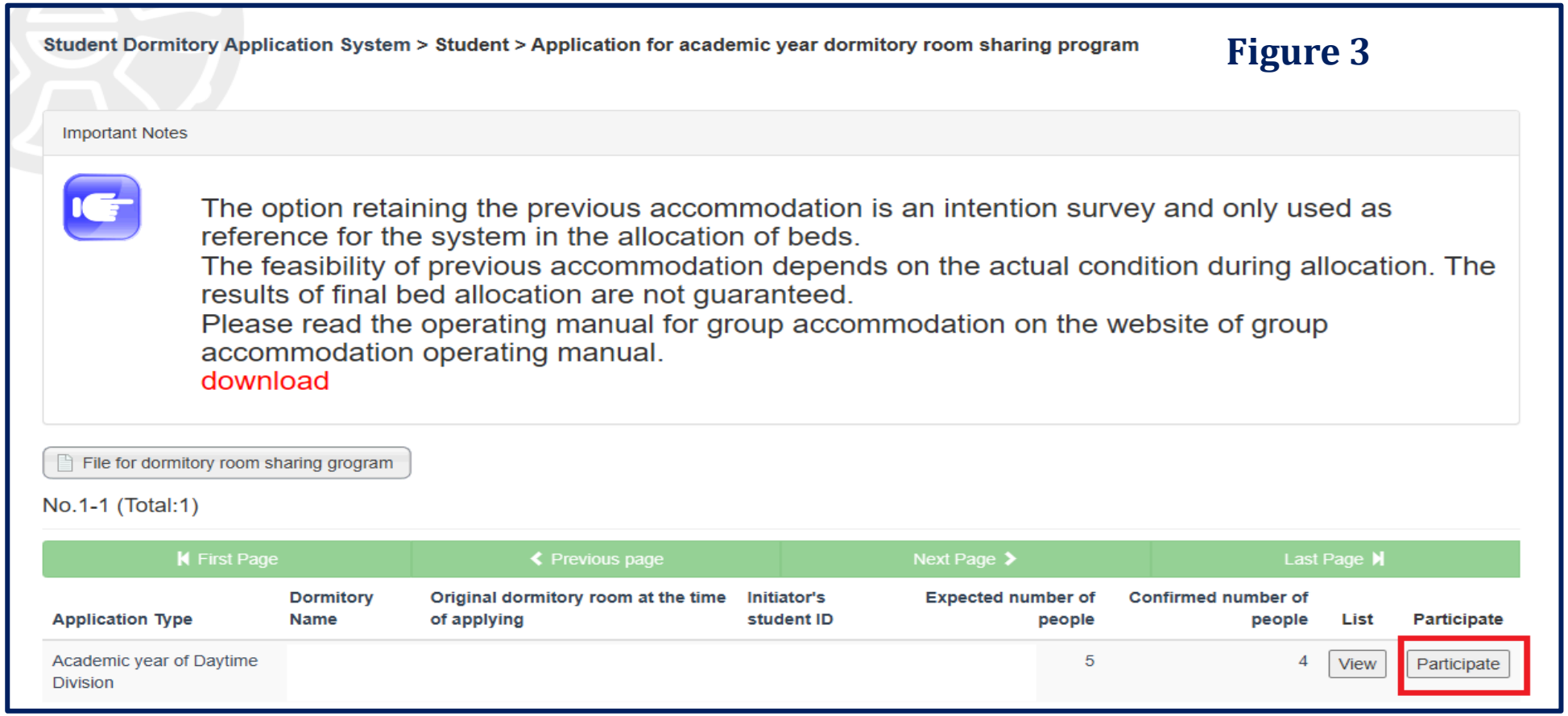


Figure 3

STEP 05 Quit a Roommate Group

- Students who have created or joined a roommate group may click "Quit" to cancel their confirmation status, as shown in Figure 4.
- Once the group initiator has created a roommate group, the group member list cannot be modified directly. To change the list, confirmed members must click "Quit" individually, and a new roommate group must then be created.

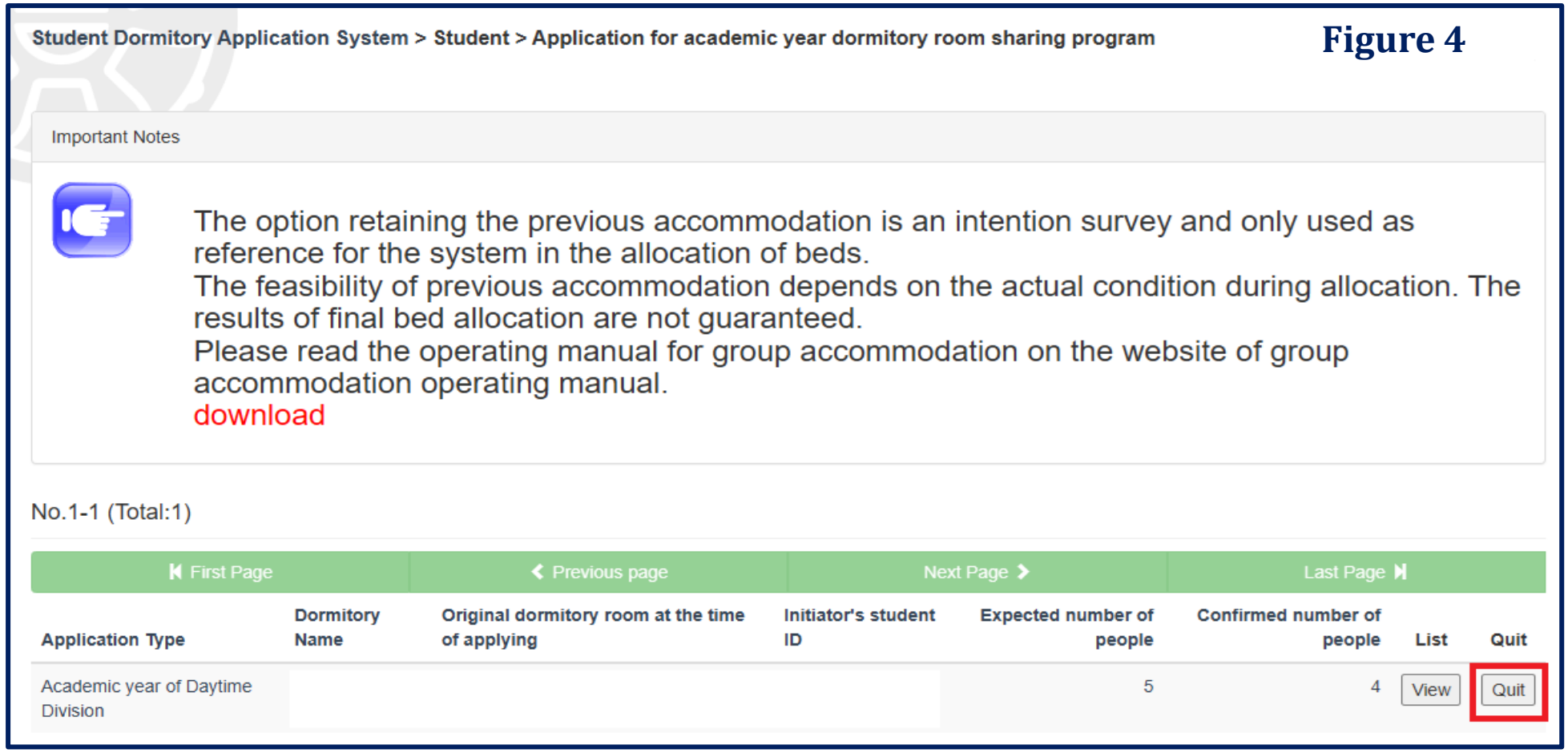


Figure 4

STEP 06 View Roommate Grouping Status

- ◆ Students who have been assigned a dormitory bed during the first stage of bed allocation may create a roommate group, click "Participate" to join a group, or click "Quit" to leave a group during the roommate grouping application period. Students listed in a roommate group may click "View" to check their current application status, as shown in Figure 5.
- ◆ Students who click "Create a Group" or "Participate" will have their status marked as "Confirmed."
- ◆ Students with a "Confirmed" status cannot be included in another roommate group.
- ◆ Clicking "Quit" will change a student's status from "Confirmed" to "Not Confirmed."
- ◆ Students with a "Confirmed" status cannot create or join another roommate group, but they may click "Quit" to leave their current group.
- ◆ Students with a "Not Confirmed" status may create or join another roommate group.

After the roommate grouping application period ends, any group with at least two confirmed members will be considered valid. The computer system will assign beds to confirmed members through the roommate grouping process. Students who have not confirmed their participation will not be included in roommate group bed assignments.

Important: Students who do not click "Participate" will be considered as not having applied for roommate grouping.

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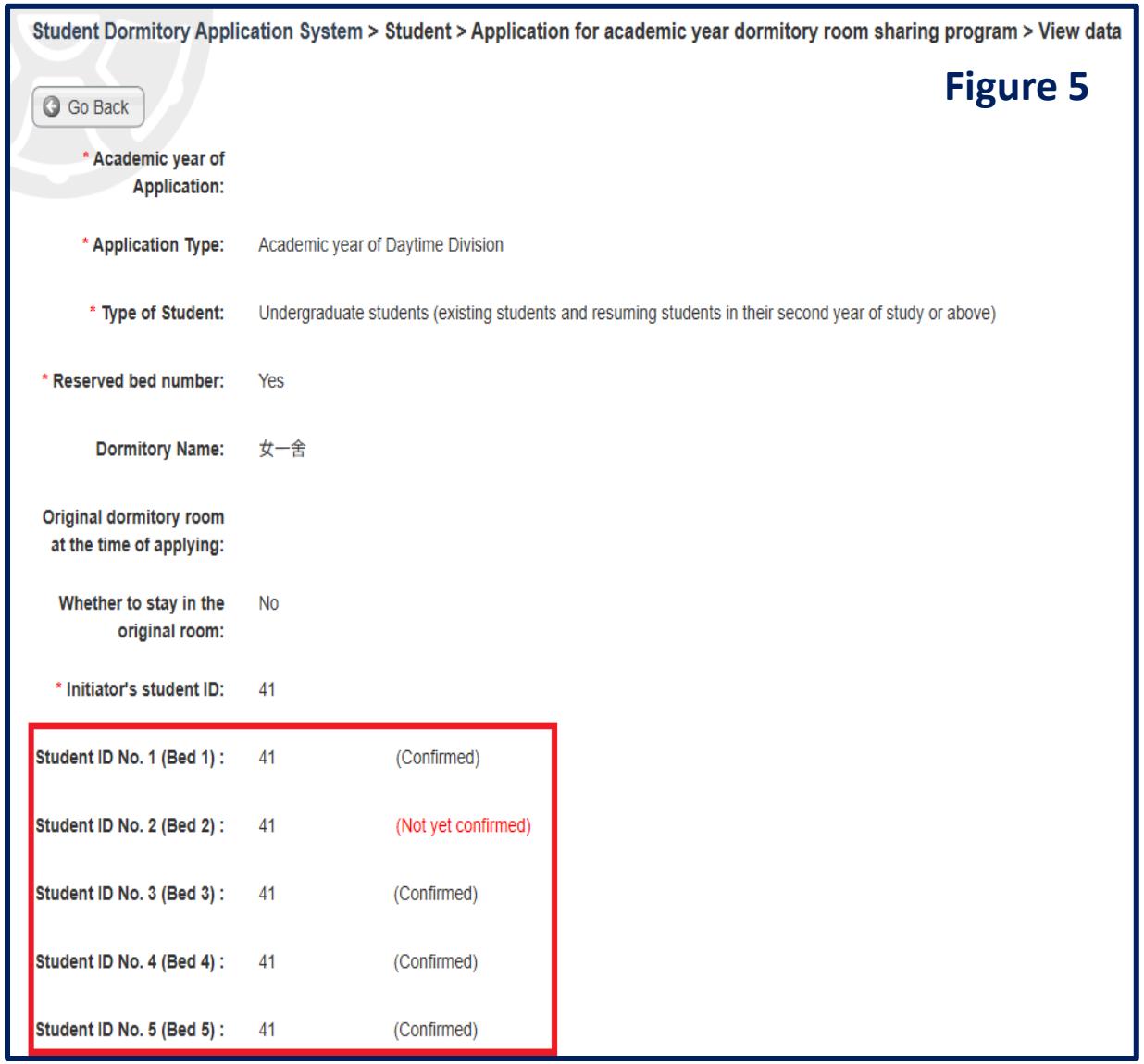


Figure 5