

國立臺北藝術大學學生住宿辦法

Taipei National University of the Arts Regulations for Student Accommodation

中華民國八十年五月七日本院訓育委員會議通過
Approved by the University's Disciplinary Committee on May 7, 1991
中華民國八十年六月藝院訓字第五七五號函公布
Announced by Yi Yuan Xun Zi Letter No. 575 in June 1991
中華民國八十年七月一日施行
Implemented on July 1, 1991
中華民國八十三年六月廿七日訓委會增修
Revised by the Disciplinary Committee on June 27, 1994
中華民國八十七年六月十一日修正
Revised on June 11, 1998
中華民國100年6月10日修正通過
Revised and approved on June 10, 2011
中華民國101年3月3日修正通過
Revised and approved on March 3, 2012

第一章 總則

Chapter One General Provisions

第一條 為照顧學生生活，達成學生生活教育之目的，提供學生整潔安寧的居住環境，促使學生宿舍管理完善，特訂定本辦法。

Article 1 The Regulations are meant to take care of students' lives, achieve the goal of learning through living by providing clean, quiet and well-managed accommodations.

第二章 學生宿舍管理組織及職掌

Chapter Two Student Dormitory Management Body and Responsibilities

第二條 為有效管理學生宿舍，達成學生生活教育及培育學生參與公共事務能力，學生宿舍管理組織及職掌如下：

Article 2 In order efficiently manage the student dormitories, achieve the goal of life education and encourage students to participate in public affairs, there is a student dormitory management body and its related responsibilities are as follows:

一、學生宿舍管理及輔導組織系統表（如附表一）

1. The organization of the student dormitory management and counseling body (see Appendix One)

二、生活輔導組：

2. The Guidance Section:

（一）負責學生宿舍輔導辦法之訂定、修訂及執行。

（1）In charge of writing, revising and implementing regulations for student dormitories.

（二）負責審核學生宿舍自治會訂定之規章。

（2）In charge of reviewing rules set by the Student Self-regulatory Committee.

- (三) 協助宿舍輔導人員及學生宿舍自治會推行生活輔導及自治事宜。
 - (3) Helping dormitory counselors and the Student Self-regulatory Committee to conduct counseling and self-management affairs.
- (四) 協調總務處增購或維修宿舍各項設備。
 - (4) Coordinating with the Office of General Affairs for dormitory equipment purchase and maintenance.
- (五) 負責學生住宿申請、審核、分配之核准及住校學生生活之考核與獎懲。
 - (5) In charge of students' dormitory applications, the screening of applications and dormitory room assignments, as well as evaluation of students' life.
- (六) 其他有關學生宿舍之管理事宜。
 - (6) Other matters concerning the management of student dormitories.

三、輔導及管理：

3. Counseling and management:

(一) 生活導師：

聘請本校軍訓教官及熱心教職員工擔任之，負責住校學生之生活輔導與協助處理夜間校園安全工作。

- (1) Counselors: The University's military instructors and other enthusiastic staff shall be employed to be in charge of dormitory residents' counseling and campus security work at night.

(二) 宿舍管理員：

(2) Dorm supervisors:

1、由生活輔導組組員或臨時人員擔任之，負責學生宿舍行政業務之處理，並協助住校學生生活輔導。

- A. Staff from the Guidance Section or other temporary personnel will serve as dorm supervisors, taking care of the administrative work of the dorms and helping with residents' counseling.

2、負責學生宿舍公共設施、公用設備之安全檢查與管理。

- B. Responsible for the security check and management of the dormitories' facilities and equipment

3、督導自治幹部辦理宿舍設備、使用物品增購及修繕之申請、追縱及管制。

- C. Supervising the self-regulatory committee members in their handling of applications for the purchase and repair of dormitory equipment and devices.

4、督導宿舍自治幹部、工讀生工作之分配、督導與考核。

- D. Supervising the self-regulatory committee members and part-time workers in work assignments, management and evaluation.

5、其他學生宿舍管理事宜。

- E. Other matters concerning the management of student dormitories.

四、學生宿舍自治會：

4. The Student Self-regulatory Committee:

(一) 自治會幹部之組成：

(1) The membership of the Student Self-regulatory Committee:

The Student Self-regulatory Committee is formed by a chairman, three dormitory chiefs (one for each dormitory) and a number of other members. Committee members are voted by all undergraduate and graduate residents who have been residents for at least one year and who have been certified by the Guidance Section as having no violation records. The committee

members' term is one year and they may be reelected. The dormitory chiefs are elected by committee members among themselves; and the chairman is chosen from those more senior students among the committee members.

學生宿舍自治會設會長一人、舍長三人（各舍設一人）及幹部若干人。幹部由全體住宿生自大學部或研究所具一年以上住宿本校經驗，且經生輔組認證無不良住宿紀錄同學中投票選舉產生，任期一年，連選得連任（續聘）。舍長由當選之幹部間相互選任；會長由當選之幹部中，較資深之同學擔任。

(二) 學生宿舍自治會之職掌：

(2) The responsibilities of the Student Self-regulatory Committee:

- 1、負責學生宿舍自治規約之訂定及執行。
 - A. Responsible for writing and enforcing rules for the dormitories' self-management.
- 2、負責宿舍公共設施、公共設備使用管理規則之訂定、修訂及執行。
 - B. Responsible for writing, revising and enforcing rules for the management of the dormitories' facilities and equipment.
- 3、作息、內務、清潔、郵件處理等規則之訂定及執行。
 - C. Writing and enforcing rules concerning the dormitories' routine, internal affairs, cleaning and mail service.
- 4、學生宿舍公共使用空間及學生寢室設備發現損壞時之查報、登錄、請修及查驗。
 - D. Responsible for arranging, recording and evaluating maintenance work.
- 5、同學住宿問題之蒐集、反映與處理建議。
 - E. Collecting, handling and referring questions from fellow residents.
- 6、宿舍秩序之維護、相關違規事件之舉發(證)與簽報建議。
 - F. Maintaining order of the dormitories, reporting violations, and making suggestions.
- 7、期末清舍檢查及簽證作業。
 - G. Overseeing and confirming end-of-semester clean-out.
- 8、宿舍活動、會議之辦理與召開。
 - H. Arranging dormitory activities and meetings.
- 9、住宿學生床位分配作業與建議。
 - I. Assigning dormitory rooms and related suggestions.
- 10、其他有關學生宿舍自治及福利事宜。
 - J. Other matters concerning the welfare and management of the student dormitories.

(三) 學生宿舍自治會制定之規章，須呈報學務處核備。

(3) The rules set by the self-regulatory committee shall be submitted to the Office of Student Affairs for ratification.

(四) 會長、幹部於上、下學期各評鑑乙次，依評鑑成績頒予獎勵金。(評鑑標準依本校學生宿舍自治會幹部評鑑辦法辦理)

(4) The chairman and committee members shall be evaluated once every semester. There may be cash rewards according to the results of the evaluation. (The evaluation criteria shall be based on the regulations for the evaluation of the self-regulatory committee.)

(五) 自治會幹部之產生，任務劃分及職權之行使，由學生宿舍自治會訂定辦法並執行之。

(5) The rules for the election of the self-regulatory committee members and their duties shall be set and enforced by the self-regulatory committee itself.

第三章 學生宿舍之申請

Chapter Three Dormitory Application

第三條 住校標準

Article 3 Eligibility

一、具下列身分之學生得優先申請住校：

1. The following students shall have priority to admission into dormitories:

(一) 學生本人領有殘障手冊或由地方政府所開立低收入戶證明者。

(1) Students who are officially certified as physically challenged or who are certified as coming from low-income families by local governments.

(二) 僑生、陸生、外籍生及交換學生。

(2) Overseas Chinese students, students from mainland China, and exchange students.

(三) 大學部新生。

(3) Students newly admitted to undergraduate programs.

(四) 有事實足證有特殊需要之學生，並經學務處相關會議審議通過。

(4) Students who have proof they have special needs and whose cases are endorsed by related reviews by the Office of Student Affairs.

二、不具前款所列身分之學生申請住校以未成年同學為優先。

2. For students who are not in one of the preceding categories, priority shall be given to underage students.

三、不以戶籍所在地為準，需住宿者係以抽籤方式決定。

3. The location of a student's registered household is disregarded. Admission shall be decided by drawing lots.

四、凡經勒令退宿學生，不得再申請住校。

4. Those who have been evicted from the dormitory shall not reapply.

五、凡全學年違反「學生宿舍住宿生生活規範記點施行細則」而受違規記點（未達10點）者，次學年之住宿申請僅能於年度申請作業床位排定時程後，以候補方式辦理；累計達10點（含）以上者，除立即辦理退宿處分，次學年不得再申請住宿。

5. For those who have accumulated penalty points (less than 10 points) for a school year under the Regulations for Reward and Penalty Points for Residents of Student Dormitories, they shall be put on the waiting list if they apply for admission the following school year. Residents who have accumulated 10 or more penalty points shall be immediately evicted from the dormitories and forbidden to reapply for admission the following school year.

六、學年間無故退宿者，次學年不得再申請住宿，如仍有住宿需求，僅能於年度申請作業床位排定時程後，申請候補。

6. Residents who move out without proper reasons shall not be allowed to apply for admission the following school year. If they indeed need accommodation, they shall be wait-listed.

七、住校資格之核定每學年辦理一次。

7. Screening of dormitory applicants is conducted once every school year.

第四條 住宿申請程序

Article 4 Application process

一、新生於寄發錄取通知單時，附寄住宿意願調查表乙份，於收到後按意願調查表之規定期限內上網登記資料，並繳交保證金確認床位，由生輔組統一處理。

1. When newly admitted students receive their admission notification, they will also receive a questionnaire on willingness to apply for admission into dormitories. The students may register online and pay a security deposit to confirm their dormitory allocation by the deadline listed in the questionnaire. Their applications shall be handled by the Guidance Section
- 二、在學學生之住宿申請，須於學年結束前參加宿舍自治會公告之抽籤手續，依序號向生輔組登記並在公告期限內繳交住宿保證金，如逾期未辦理相關事項，則視同放棄住宿權並不得異議，其他規定依住宿抽籤相關公告辦理。
2. For current students, they have to go through the lots-drawing process announced by the self-regulatory committee by the end of the school year. They have to register with the Guidance Section according to their given serial numbers and pay the security deposit by the designated deadline. Students who fail to complete the procedure waive their rights and shall not file any complaint. Other matters shall follow the rules set forth in the lots-drawing announcement.
- 三、學生住校申請每次為一學年。
3. Dormitory residency lasts for one school year.
- 四、申請住校學生於辦理住校申請之同時，應填寫同意書，遵守「學生住宿辦法」之一切規定，住校期間如不能履行有關規定者，除依校規議處外，對於違反規定情節重大者，並得終止其住宿權。
4. When submitting their dormitory applications, students should also submit a letter of consent with which they promise to follow all dormitory regulations. If they fail to follow the regulations, they shall be subject to punishments in accordance to the University's regulations. Serious violations may result in eviction from the dormitory.

第五條 住宿申請審查與核定

Article 5 Screening of applicants

- 一、審核小組之組成：
 1. The formation of the screening committee:
由生輔組組長、生活導師、宿舍管理員及自治會會長組成之，以生活輔導組組長為召集人。
The screening committee is formed by the chief of the Guidance Section, counselors, supervisors and the chairman of the self-regulatory committee. The chief of the Guidance Section shall be the convener.
- 二、審核小組依據「住校標準」審查核定各系所住校學生及候補學生名單，通知各系所。
 2. The screening committee determines the residents for the dormitories and the waiting list according to the "Criteria for Admission into Dormitories." The committee shall inform all departments of its decisions.
- 三、經核定住校學生得自行選擇室友（新生除外），但須符合每室四人之人數要求，每室不足額時由學生宿舍自治會統一分配補足。
 3. Students admitted into dormitories may choose their roommates (except for new students). However, each room must fully accommodate four residents, and if there are vacancies, the self-regulatory committee shall assign residents to fill them.
- 四、候補住宿學生須俟新生住定後，按核定優先順序遞補。
 4. Wait-listed applicants shall wait until all new students have moved in before their applications may be processed according to the priority list.
- 五、經核准住宿之學生應依規定繳交住宿費及保證金，以便核准門禁權限。保證金於退宿時，依契約規定辦理退回。

5. Students admitted into the dormitories shall pay accommodation fees and security deposits in order to obtain authorization to the dormitory premises. The security deposits shall be returned according to the contract when the residents move out.

第四章 學生宿舍進住及退宿

Chapter 4 Moving In and Out

- 第六條 新生經分配床位後應在規定期間內持繳費收據，在校生應持繳費單收據及學生證向宿舍管理員辦理報到進住。未於規定期間辦理報到進住，除因特殊原因，簽請生活輔導組准予延期者外，一律視為自動退宿。
- Article 6 After they are assigned their places in the dormitory, students shall bring along their payment receipts and student IDs to report to the dormitory supervisor to complete the check-in within the designated period. Students who fail to complete the check-in within the designated period—unless they have special reasons and endorsement from the Guidance Section for the delay—waive their rights to move into the dormitory.
- 第七條 經編定之寢室未經學生自治會及生活輔導組同意，不得擅自調換。自治會並應於學期開始前一週內將住宿生名冊報生活輔導組核備。
- Article 7 Residents shall not change their places without authorization once they are assigned the places by the self-regulatory committee. The self-regulatory committee shall submit the list of residents to the Guidance Section within the week before the new semester begins.
- 第八條 住宿學生有下列情形之一者，應依規定程序辦理退宿：
- Article 8 Residents shall move out under one of the following circumstances:
- 一、住宿期限屆滿者。
 1. The term of residency expires.
 - 二、畢業、休學、退學或轉學者。
 2. Graduation, suspension, withdrawal or transfer to another school.
 - 三、自願退宿者。
 3. Voluntary departure.
 - 四、勒令退宿者。
 4. Eviction.
- 第九條 退宿者，應向宿舍管理員辦理退宿手續，住宿費按「註冊後退學休學退費規定」辦理退款，經核定後，方得遷出。
- Article 9 Those who are leaving shall complete the move-out procedure with the supervisor. Accommodation fee refunds shall be handled according to the “Regulations for Post-registration Refunds Arising from Withdrawal and Suspension.” The students may move out only after completing the procedure.
- 第十條 經核定退宿者，須於接獲核定通知七日內遷出宿舍。畢業生應於畢業典禮後七日內遷出。但因特殊原因，報請生活輔導組核准延期者，不在此限。
- Article 10 Those whose moving out has been confirmed shall move out of the dormitory within seven days after receiving the confirmation notice. Graduates shall move out within seven days after the end of the commencement ceremony. However, under special circumstances, residents may ask for exemptions from the Guidance Section.
- 第十一條 退宿逾期未遷出者，次日由管理員強制執行之，因執行所生損害，由退宿者負責，但因特殊原因報請生輔組核准延期者，不在此限，惟延期退宿須依規定辦理**集中住宿**。

Article 11 The dormitory supervisor shall evict residents who fail to move out as required on the first day of their overstay. If any damage occurs during the eviction, the overstaying residents shall be held responsible. Residents who have received permission from the Guidance Section to delay their move-out shall not be subject to eviction, but they have to move to a centralized location of the dormitory.

第十二條 依本辦法第八條之規定辦理退宿者，須辦理清舍事宜。清舍時應撤走個人物品及垃圾，未清理完成者，取消其次學年住宿資格，並於保證金內扣除 500 元做為清潔處理費，餘款無息退還。

Article 12 Move-out under Article 8 of the present set of regulations shall come with a room clean-out process, where residents shall remove all their personal items and garbage from their rooms. Those who fail the clean-out inspection shall lose their rights to readmission into the dormitory the following school year. A sum of NT\$500 for cleaning purposes shall be withheld from the security deposit. The rest of the deposit shall be returned without interest payment.

第十三條 學生寄存於儲藏室或清舍後所遺留物品，經催領公告期限屆滿逾一個月者，本校有權將該物品逕行清理處分。

Article 13 Students' belongings that are left in the storerooms or their own rooms after the clean-out may be disposed of by the University if the owners fail to reclaim them one month after being asked to do so.

第五章 寒、暑假住宿規定

Chapter Five Accommodation during Summer and Winter Vacations

第十四條 寒、暑假申請

Article 14 Application for accommodation during summer and winter vacations

一、當學期於本校學生宿舍住宿者。

1. Applicants may be residents of the dormitory in the current school year.

二、休學、應屆畢業生如確有寒、暑期住宿必要，應檢具證明或詳列說明原由。

2. For graduates and students who have taken a leave of absence from their studies, if they indeed need accommodation during summer and winter vacations, they may provide proof or detailed explanations.

三、下學年入學新生因尚未具備學籍，不得申請暑期住宿

3. New students who are set to start in the next school year may not apply for summer accommodation in the current school year because they are not yet students of the University.

第十五條 寒、暑假期間須住學校宿舍者，得於學校公告期限內向宿舍管理員或生活輔導組申請登記辦理繳費，未繳交保證金者，須補足保證金，以完成住宿程序。

Article 15 Students looking for accommodation during summer and winter vacations may submit applications and pay the fees to the dorm supervisor or the Guidance Section. Full security deposits shall be paid for the accommodation application to complete.

第十六條 未辦理暑假住宿申請之學生，一律於公告期限內辦妥退宿手續遷出宿舍。

Article 16 Those who have not applied for summer accommodation shall complete the check-out procedure and move out of the dormitory within the designated period.

第十七條 暑假期間經核准留校住宿者，由宿舍管理員或學生自治會重行編排寢室床位，以集中住宿為原則。如遇修繕或其他特殊需要時應依指定位置遷移。

Article 17 Those who have received permission for summer accommodation shall be assigned places by the dormitory supervisor or the Student Self-regulatory Committee.

Accommodation in principle should be concentrated. If for any special needs or maintenance problems residents need to change places, they shall move to designated places.

第十八條 寒、暑假期間不使用之寢室一律閉鎖，非經管理員允許不得擅自開啟、進住。

Article 18 All unused rooms are locked during summer and winter vacations. Students shall not open or move into these rooms without the supervisor's permission.

第十九條 本校寒假期間並無實施清舍，同學得依規定申請寒假住宿，未申請者，不得於寒假期間住宿。

Article 19 The University does not have a clean-out policy for the winter break. However, students have to apply for accommodation for the winter break. Those who have not applied shall not stay in the dormitory during the winter break.

第六章 學生宿舍生活與考核準則

Chapter Six Rules for Dormitory Evaluation

第二十條 學生宿舍生活準則

Article 20 Rules for living in student dormitories

一、應遵守宿舍生活規定，接受生活導師及宿舍管理員之輔導，維護宿舍之整潔秩序與安全。

1. Residents shall observe the dormitory rules, accept the advice of the counselor and the dormitory supervisor, and maintain the cleanliness, order and safety of the dormitories.

二、宿舍公物，應善予維護，如有損毀或遺失，應照價賠償。

2. Residents shall use dormitory facilities and equipment properly. Compensation is required for any damage or loss.

三、個人物品應置個人寢室，並不得妨礙他人。如行李過多，得向自治會租用儲藏

3. Personal belongings shall be kept inside one's room to avoid affecting others. If a resident has too much luggage, he or she can rent storage spaces from the self-regulatory committee.

四、遺失宿舍大門電腦卡，應即刻報告。

4. Residents shall report loss of electronic door cards immediately.

五、宿舍或寢室內任何物品未經事先登記，不得外借。

5. No equipment inside the room or on the dormitory premises may be lent out without authorization.

六、不得於宿舍走廊或寢室窗口晾掛衣物。

6. Hanging clothes in the hallway or outside the window is forbidden.

七、不得於宿舍內停放車輛。

7. No parking within the dormitory areas.

八、不得於宿舍內飼養動物。

8. No pets are allowed inside the dormitory.

九、非經許可不得擅自更換寢室或將床位轉讓他人。

9. Residents are not allowed to change places without permission or rent out their places.

十、非經許可不得引領外人進入宿舍。

10. Residents are not allowed to enter others' rooms without permission.

十一、宿舍各項公有設施、公用設備不得變更其原色。

11. Residents are not allowed to change the colors of the dormitory's equipment and facilities.

- 十二、未經申請核准於寢室擺放或使用高耗電量電器用品（含炊膳）。
12. Residents are not allowed to place or use high power-consuming electric devices (including cooking devices) in their rooms without permission.
- 十三、嚴禁留宿外人。
13. Non-residents are strictly forbidden to stay overnight.
- 十四、嚴禁酗酒滋事、鬥毆、賭博、偷竊等行為。
14. Drunken brawls, affrays, gambling and thefts are strictly forbidden.
- 十五、閉鎖之宿舍或禁止區域嚴禁擅自開啟、進住。
15. Unauthorized entry into locked rooms or off-limits areas is strictly forbidden.
- 十六、其他違反宿舍整潔秩序及安全相關事宜。
16. Any behavior in violation of related rules concerning the tidiness, order and safety of the dormitory is punishable.
- 十七、以上違反規定依「學生宿舍住宿生生活規範記點施行細則」處分。
17. Any of the above-mentioned violations shall be dealt with by the Enforcement Rules for Reward and Penalty Points for Residents of Student Dormitories.

第七章 住校學生考核與獎懲

Chapter Seven Evaluation of Dormitory Residents Leading to Rewards and Punishments

第二十一條 住校學生由生活導師及宿舍管理員分別考核、評比，作為評定申請續住之參考，記點考核方式依「學生宿舍住宿生生活規範記點施行細則」執行之；倘遇重大事件，除記點考核外，相關違規或優良事蹟，仍應依本校學生獎懲辦法辦理。

Article 21 Residents are evaluated by counselors and dormitory supervisors to see if they may be accepted into the dormitories again the following year. The evaluation by a point system is based on the Enforcement Rules for Reward and Penalty Points for Residents of Student Dormitories. Apart from the point system, serious cases shall also be dealt with by the University's related regulations for student rewards and punishments.

第八章 學生宿舍門禁規定

Chapter Eight Dormitory Curfew Rules

第二十二條 學生宿舍門禁規定

Article 22 Dormitory curfew rules

- 一、綜合宿舍禁止女賓或非於本舍住宿女同學進入；女生宿舍禁止男賓進入。但因特殊原因經生活輔導組核准者，不在此限。
1. For the integrated dormitory, female visitors or non-resident female students are not allowed. Male visitors are not allowed in the female dormitory. However, there may be exceptions under special circumstances and with permission by the Guidance Section.
- 二、日間由宿舍管理員或工讀生負責門禁管制，住宿學生憑電腦卡刷卡進入宿舍。電腦卡遺失或毀損應即刻報告、申請補發，費用由申請人自付。
2. During the day, the dormitory supervisor or part-time janitor is responsible for the doors. Residents enter the dorms by using their electronic cards. Loss of or damage to the electronic cards must be reported immediately, and the residents shall pay for the replacements.
- 三、申請夜歸金卡者，應自負妥慎保管之責，如遺失或毀損，應即刻通報，並繳付製卡

費用新台幣 200 元。

3. Residents who borrow the night card shall keep them properly. Loss or damage must be reported immediately and the payment for making a new card is NT\$200.
- 四、其他未盡事宜，得由學生宿舍自治會訂定規則並執行之。
4. Other matters not covered here shall be determined and implemented by the Student Self-regulatory Committee.

第九章 學生宿舍會客規定

Chapter Nine Visitor Rules

第二十三條 會客時間

Article 23 Visit time

一、平時：每日上午九時至晚上十時為會客時間，其餘時間除有特殊事故，經生活輔導組或宿舍管理員核准外，一律不得在宿舍內會客。

1. School days: Daily from 9 a.m. to 10 p.m. the dormitories are open to visitors. At other times, no visitors are allowed unless under special circumstances and with permission by the Guidance Section or the dormitory supervisor.

二、例假日及國定假日會客時間可延長為上午八時至晚上十時止。

2. Holidays: Visit time may be extended. Visitors are allowed from 8 a.m. to 10 p.m.

第二十四條 會客須知

Article 24 Information for visitors

一、賓客會晤學生一律在會客室或交誼廳行之，賓客不得逕行進入寢室探訪。

1. Visitors shall meet the residents in meeting rooms or common rooms. Visitors are not allowed to enter the residents' own rooms.

二、會客須先完成會客登記，宿舍管理員或工讀生除應對訪客善加接待外，並應連繫被會晤學生前來會晤。

2. Visitors must register their visits. The dormitory supervisor or the part-time janitor should show a warm welcome to the visitors, as well as contacting the residents.

三、被會晤學生，非經生活輔導組允許，不得擅自引領賓客進入寢室內。

3. Unless they have permission from the Guidance Section, residents are not allowed to lead their visitors to their own rooms.

四、住宿生之家長或本校非住宿同學如欲參觀寢室亦須事先申請經核准後始得進入。

4. Residents' parents or non-resident students who want to take a look at the dormitory rooms must obtain prior approval.

五、賓客及學生於會晤期中，不得有聚眾喧嘩、酗酒、推銷商品、長期逗留或私住宿舍內等情事，必要時，宿舍管理人員得予制止，並要求訪客離去。

5. During the visit, the visitors and students shall not arrange noisy group activities, drink heavily, promote commercial products, stay for long periods, or stay overnight without permission. When necessary, the dormitory supervisor shall intervene and ask the visitors to leave.

第十章 學生宿舍用電規定

Chapter Ten Rules for Electricity Use

第二十五條 學生宿舍用電規定如下

Article 25 Rules for electricity use at dormitories

一、公共區域部分：由學生宿舍自治會訂定規則並執行之。

1. Common areas: Rules to be determined by the Student Self-regulatory Committee.

二、寢室部分電費計算方式：

2. Electricity bills for individual residents' rooms:

(一)舊宿舍：

(1) Old dormitories:

1. 由生活輔導組參照台灣電力公司收費標準之規定，訂定每月用電基本度數 180 度，每度為 3 元。

A. Based on Taiwan Power Company' s rates, the Guidance Section has set the basic use at 180 units, and NT\$3 per unit.

2. 超過基本度數之電費由各寢室室友平均分攤之，不足 1 元者以 1 元計。

B. For every unit exceeding the basic use, the bill shall be shared by all roommates. Any decimal points shall be rounded off to NT\$1.

(二)新宿舍：

(2) New dormitories:

1. 冷氣刷卡付費 (3.1 元/度)。

A. The air conditioner is operated by debit cards (NT\$3.1 per unit).

2. 特殊原因申請使用高耗電量電器經核准者，應另繳個人使用電費。

B. Residents may apply for using high power-consuming electric devices due to special reasons. They shall pay individual electricity bills if their applications are approved.

三、因考量公共安全，寢室內高電量用品(另列)未經核准，禁止使用。

3. Because of public safety concerns, high power-consuming devices are not allowed in residents' rooms without permission.

四、不定期實施宿舍安全檢查，以維護學生住宿之安全。

4. There shall be random checks of the dormitory rooms in order to maintain safety.

第十一章 附則

Chapter Eleven Other Provisions

第二十六條 本辦法經學生事務會議通過後陳請校長核定公布實施，修正時亦同。

Article 26 This set of regulations has been approved by the Student Affairs Meeting and promulgated by the University President. Revisions shall be subject to the same process.

附件 Appendices

一、附表一—國立臺北藝術大學學生宿舍管理及輔導組織系統表

1. Appendix One: Taipei National University of the Arts Student Dormitory Management and Counseling Organization

二、附表二—國立臺北藝術大學學生住宿契約 Appendix Two: Taipei National University of the Arts Student Dormitory Contract

國立臺北藝術大學

學年度學生住宿確認表

Taipei National University of the Arts Student Accommodation Confirmation Form for Academic Year ____

◎Deadline for submitting this form: Year__Month__Day__(Day of the week:__)
Hour__(Applications shall not be accepted beyond the deadline)

本表收件截止日： 年 月 日 (星期) 時止 (逾時不予收件)。

學號 Student number		系所別 Department		姓名 Name	
登記宿舍別 Target dormitory		家中電話 Home telephone number		抽籤序號 Lots drawing serial number	
Current dorm room number 目前 住宿寢號 (無住宿者勿填) (Not applicable to non-residents)		手機 Mobile phone number			
e-mail					
住址 Address					
申請日期 Date of application	中華民國 年 月 日 Year____Month____Day____				

【重點提示】請詳細閱讀 Important notes: Please reading the following carefully

- 1、頂替或轉讓床位予他人者依住宿辦法予以記過乙次，並取消次學年住宿資格。1. Those who pretend to be the residents or who rent out their place shall receive a demerit under the accommodation regulations, and shall be disqualified for accommodation the following year.
- 2、住宿契約以一學年為期。請慎重考慮住宿的需要性，以免抽中籤後又不住宿，會影響亟需遞補住宿同學的權益。2. Accommodation lasts for one school year. Please carefully assess your needs for accommodation. If you do not actually use the dorm after given a place, it will affect the rights of those who badly need it.
- 3、本表經填寫申請後將視為同意住宿，不得任意退宿。如需退宿應於本學年結束前（07月29日前）至住宿服務中心辦理取消住宿。逾時取消者，將依期中退宿辦法辦理退費（取消次學年住宿資格）。3. Filing this application form is seen as agreeing to taking up residency and students may not give up the accommodation without proper reasons. If they need to give up the accommodation before the current school year ends (before July 29), they shall submit an application to the Accommodation Service Center. Refunds for applications submitted after the deadline shall be handled according to the policy governing move-out before the expiration of the contract (the students shall be disqualified for accommodation the following school year).
- 4、本學期住宿生（續住）者免繳保證金；本學期無住宿（新申請）者須至出納組繳交住宿保證金3,000元，持收據影本連同本表繳交。4. Current residents (applying for continued accommodation) do not have to place a security deposit; non-residents (new applicants) have to place a deposit of NT\$3,000 with the Cashier Section.

我已閱讀上述提示之事項，並同意遵守相關規定。I have read the above notes and agree to obey the terms.

Applicant 申請人： (Signature 簽章) / 收件人 Recipient :
(簽章 Signature)

※請翻至背面續填 Please continue on the back※

申請人收執聯 Receipt for applicant

本人已填具「住宿確認表」，並於上班時間將本表繳至女二舍住宿服務中心辦理登記完成。I have filled in the Accommodation Confirmation Form and will hand this in to the Accommodation Service Center at the Second Female Dormitory during

office hours to complete the registration.

Applicant/student 申請人/學生：_____ (Signature 簽章) Recipient 收件人：_____ (Signature 簽章)
Date of submission: Year ___ Month ___ Day ___ 繳件日期： 年 月 日

國立臺北藝術大學學生住宿契約 Taipei National University of the Arts Student Accommodation Contract

學號 Student number	系所 Department	姓名 Name	電話 Telephone number
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本人 租用國立臺北藝術大學(以下稱甲方) 宿舍第 _____ 室(寢號未明確請勿填寫)。
I, _____, (hereafter Party B) am renting Taipei National University of the Arts (hereafter Party A) Dormitory Room _____

茲約定契約內容如下。The terms of the rental contract are as follows:

- 一、契約內容：國立臺北藝術大學學生住宿辦法與本約定，共同構成本契約之內容。本契約無約定者，適用民法及其他相關法律之規定。1. The terms of the contract: The Taipei National University of the Arts Regulations for Student Accommodation and the terms laid out in this agreement jointly form the terms of the rental contract. Matters not covered by the terms shall be governed by the civil code of the nation and other related laws.
- 二、住宿期間：住宿期間自民國 100 年 09 月進住日起至民國 101 年清舍截止日止，但應屆畢業生，不論有無畢業，租約均至該屆畢業典禮日起七日止，並應於租期屆滿前搬離宿舍。2. The accommodation period: The accommodation lasts between September 2011 and the day of clean-out in 2012. However, for students from the graduating year, whether they have actually graduated or not, the rental contract shall be valid until seven days after the commencement ceremony. They shall move out after the contract expires.
- 三、租賃標的物：配住之寢室、書桌、床舖及該宿舍其他供共同使用之設備。3. The facilities covered by the rental: An assigned room with a desk, chair and bed, plus other common facilities and equipment.
- 四、使用租賃物之方法：乙方應依善良管理人注意使用租賃物，其因故意或過失致租賃物毀損滅失或減少價值者，應負損害賠償責任，並視毀損滅失或減少價值程度輕重予以扣抵保證金或罰金若干，乙方不得異議。但正常耗損及折舊不在此限。4. The use of the rented facilities: Party B shall take proper care of the rented facilities. Party B shall pay damages for any intentional or accidental damage that causes loss or reduced value of the facilities, and extra penalty in the form of seizing the security deposit or fines may be imposed depending on the seriousness of the loss or damage. Party B shall not object. However, usual wear and tear is acceptable without incurring any penalty or damages.
- 五、轉租轉借之禁止：乙方不得以任何理由將租賃物轉租或轉借予第三人，違反本約定者，契約當然終止，並應於七日內搬離宿舍。5. No re-leasing of the property: Under no circumstances is Party B allowed to re-rent or lend the facilities to a third party. Violating the term shall lead to termination of the contract, and Party B shall move out within seven days.
- 六、住宿費用：乙方應繳納之住宿費用，由甲方依教育部核定標準合理訂定。6. The accommodation fees: The accommodation fees that Party B shall pay shall be set reasonably by Party A in accordance with the Ministry of Education standards.
- 七、保證金：乙方應繳納新台幣參仟元之保證金及住宿費後始得進住。如欲放棄次學期住宿資格，須於公告時間內辦理，逾期將視同無故退宿，保證金不予歸還。辦理退宿時，保證金按乙方是否違反相關規定或應負損害賠償數額扣除後，無息退還。7. The security deposit: Party B shall pay a security deposit of NT\$3,000 and the accommodation fees before moving in. If Party B wishes to give up the accommodation, he or she shall submit an application by the deadline. An application submitted after the deadline is considered a case of withdrawal without proper reasons, and the security deposit shall be seized. When handling the move-out process, Party A shall determine whether a forfeiture of the security deposit, a full refund or a partial refund is applicable depending on whether there is damage or loss that Party B shall be held responsible for. The refund shall come with no interest payment.
- 八、住宿權利之喪失：租賃契約有效期間，乙方喪失本校學生身份者，其住宿權利當然喪失，乙方不得要求退還任何住宿

費用。住宿期間乙方必須遵守甲方之「學生宿舍住宿辦法」。違反者，依本校學生獎懲規定及住校學生考核與獎懲規定辦理。8. Loss of right to accommodation: During the period where the contract is valid, Party B loses his or her student status, which shall result in loss of his or her right to the accommodation. Party B shall not ask for refund of the accommodation fees that he or she has paid. During the stay at the dormitory, Party B shall follow Party A' s Regulations for Student Accommodation. Violators shall be dealt with by the University' s Regulations for Rewards and Punishments for Students, and regulations governing the evaluation of dormitory residents.

九、住宿規定，甲方於住宿期間，若違反「學生住宿辦法」之規定，願坦然接受相關規定之懲處。9. If Party B violates the Regulations for Student Accommodation during the stay, he or she shall accept penalty as stipulated by the regulations.

十、個人因故需延長住宿報請核准者，應給付甲方每日新台幣 100 元之延期費用。10. If Party B wishes to extend their accommodation after the end of the contract because of personal reasons and receives permission, he or she shall pay Party A NT\$100 per day for the extended stay.

十一、違約金：住宿期間屆滿，乙方應即搬離宿舍，否則應給付甲方每日新台幣 400 元之違約金，甲方並得處置乙方存留於宿舍之財物。11. Default penalty: After the contract expires, Party B shall move out of the dormitory immediately, or he or she shall pay a default penalty of NT\$400 per day for his or her overstay. Party A may withhold Party B' s belongings left in the dormitory.

十二、殘留物之處分：甲方對乙方於租賃契約屆滿後殘留於宿舍之財物，不負保管之責任，必要時並得逕行清理處分，乙方不得異議。並由乙方之保證金扣繳 500 元作為處理費用。12. Handling of belongings left behind: Party A shall determine how to handle belongings left behind by Party B after the contract expires. Party A does not bear responsibility for taking care of the belongings and if necessary may dispose of them.

十三、如有違反前述各項者，得作為拒絕再住宿之參考依據。13. Violations of any of the preceding terms may serve as a reference for Party A when deciding whether Party B is eligible for accommodation the following year.

十四、生效日期：本契約自乙方繳清住宿費用並於租賃住宿契約書上簽字後生效。14. Effective date: The contract is effective after the accommodation fees are fully paid and the contract is signed.

立約人 The contracting parties

甲方：國立臺北藝術大學 Party A: Taipei National University of the Arts
授權代表人：生輔組組長、宿舍管理員 Authorized representatives: The Guidance
Section chief, dormitory supervisor

乙方（學生姓名）：Party B (student' s name)

Signature

簽章

中 華 民 國 年 月 日

Year____Month____Day____