

# 臺北醫學大學國際學生宿舍管理辦法

## Regulations for the Management of the International Student Dormitory of Taipei Medical University

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### 第一章 總則

#### Chapter 1. General provisions

第一條 本校為妥善管理國際學生宿舍、輔導住宿學生生活及提昇住宿品質，達成學生生活教育之目的，特訂定「臺北醫學大學國際學生宿舍管理辦法」(以下簡稱本辦法)。

Article 1. In order to properly manage the International Student Dormitory, to assist the students live-in the Dormitory (hereinafter referred to as “the Tenant”), and to enhance the quality of the living conditions in the Dormitory, so as to incorporate education into the living of the Tenant students, hereby the “Regulations for the Management of the International Student Dormitory of Taipei Medical University (hereinafter referred to as TMU or “the School”) (hereinafter referred to as “the Regulations ”) has been stipulated.

第二條 國際學生宿舍（不包括拇山學苑，以下簡稱本宿舍）之管理，除本校另有規定者外，悉依本辦法辦理。

Article 2. Unless otherwise provided by the School, the management of the

Dormitory (excluding the Mushan Academy , hereinafter referred to as “the Dormitory”) shall be handled in accordance with the Regulations .

第三條 各單位行政職掌:

- 一、國際事務處：負責宿舍管理及行政綜合協調，聘任及督導考核本宿舍幹部。
- 二、總務處：負責宿舍租賃、收繳住宿費、安全檢查、財產管理、設備修繕及清潔保養等事宜。
- 三、學務處：負責宿舍之學生緊急事件處理及通報，進行定期居家安全訪視。
- 四、財務處：協助總務處負責住宿費及相關費用之訂定。
- 五、資訊處：負責電腦網路之申請、資訊設備管理維護申請事宜。

Article 3. Duties of the administrative units of the School are as follows:

- 1) Office of Global Engagement: is to be responsible for the dormitory management and overall administrative coordination, as well as the appointment, supervision, and evaluation of the cadre of Dormitory (hereinafter referred to as the Cadre).
- 2) General Affairs Office: is to be responsible for the dormitory leasing, collection of rents, security checks, property management, facility repair, cleaning, and maintenance, etc.
- 3) Student Affairs Office: is to be responsible for the handling and reporting of emergencies incurring for the Tenant, as well as the regular visit to the Tenant and the Dormitory for safety inspections.
- 4) Finance Office: is to assist General Affairs Office in the stipulation of the rents and other related fees.
- 5) Information Office: is to be responsible for IT matters, such as the application of the computer network and the information equipment, as well as corresponding management and maintenance.

第四條 為執行學生宿舍日常管理維護工作，置宿舍幹部若干名。宿舍幹部

之遴選、任用、職掌、考核及管理另訂之。

Article 4. In order to implement the daily management and maintenance work of the Dormitory, a number of the Cadre are to be put in place where the election, appointment, duty, evaluation, and management regarding the Cadre shall be stipulated separately.

## 第二章 住宿學生生活規範

### Chapter 2. Regulations about the life for the Tenant

第五條 住宿學生不得有下列各款行為，違反者依校規論處，喪失住宿資格並限期退宿，日後不得再辦理住宿申請：

- 一、擅自頂讓床位、霸佔床位、調換床位、借予他人暫宿或拒絕他人合法進住。
- 二、未經許可擅自偕同他人進入宿舍、進入他人宿舍、留宿外客或引介商人進入學生宿舍買賣物品。
- 三、將鑰匙交付非住宿該宿舍之人員使用或擅自更換寢室門鎖。
- 四、吸煙、飼養動物或其他干擾他人住宿安寧，或住宿環境髒亂，嚴重影響住宿品質。
- 五、擅自接裝未經學校公告許可之高功率電器或在宿舍內炊膳。
- 六、破壞或改裝原有設備及公物(如：於牆面、地板加釘釘子)，經要求限期賠償，逾期不賠償。
- 七、使用或儲存違禁藥品或危險物品。
- 八、違反校規情事經懲處確認或涉及刑事犯罪者。

Article 5. The Tenant shall be disciplined according to the school rules, unentitled to live in the Dormitory anymore, ordered to check out the Dormitory by deadline, ineligible to move in the Dormitory ever in the future – if they shall commit any of the following acts:

- 1) To sublet his/her own bed, occupy other bed, exchange beds with others, or to allow others to stay in or refuse others to legally move in without prior authorization.
- 2) To bring others into the Dormitory, to go into other rooms, to keep outsiders stay overnight, or to introduce vendors to enter

- the Dormitory for buy-and-sell items without prior authorization.
- 3) To put the keys under the custody of people unentitled to holding the keys; or to change the lock of the bedroom without prior authorization.
  - 4) To smoke, keep a pet, disturb others, or to make a mess inside the Dormitory, thus seriously affecting the quality of living.
  - 5) To use electrical appliances of high power or to cook meals in the Dormitory without prior authorization.
  - 6) Failing to compensate by the deadline for any damage incurred to or modification made to the original facility and public properties (such as: nailing in the wall or on the floor).
  - 7) To use or store illicit drugs or hazardous goods.
  - 8) To be disciplined for the violation of the rules and regulations of the School, or involved in criminal offenses.

第六條 住宿學生需自行持鑰匙進入；鑰匙遺失需付費賠償始得補發，退宿時需繳回。

Article 6. The Tenant shall rely on their own keys to enter the Dormitory. Note that the key replacement is not free of charge. All keys shall be surrendered upon check-out.

第七條 學生宿舍之公共環境清潔，由事務組通知外包清潔工處理；各寢室之內務，以不妨礙整體觀瞻及公共衛生為原則，並得由國際事務處或宿舍幹部實施檢查。

Article 7. The public environment of the Dormitory shall be taken care of by cleaners outsourced by the General Service Section. The interior of each room inside the Dormitory shall not jeopardize the overall tidiness or the public health of the Dormitory, and shall be inspected by the Office of Global Engagement or the Cadre of the Dormitory.

第八條 若遇有緊急事故，本校教官、宿舍幹部及相關人員，得基於安全疑慮進出宿舍或個別寢室；其他因日常安全衛生檢查或硬體設備維護修繕等，相關人員得進出宿舍或寢室，住宿生不得異議。

Article 8. In case of an emergency, school supervisors, the Cadre, and related personnel shall have the right to access to the Dormitory or individual rooms without objection based on security concerns. In addition, other related personnel shall be entitled to the same access for the sake of regular safety and health inspection, as well as repair and maintenance of hardware equipment, etc.

第九條 住宿生對分配使用之財產物品負有保管責任，若發生損壞或故障，應報請宿舍幹部通報修繕，若損壞係故意或人為過失造成，或怠於報修引發損害，相關住宿生應負賠償責任。

Article 9. The Tenant shall take good care of properties distributed to them for usage. In case of damage or malfunction, they shall report to the Cadre for repair and maintenance. If the damage or malfunction should be deemed as intentional or man-made, or caused by late reporting, then the subject Tenant shall be liable for the compensation.

### 第三章 住宿申請及床位分配

#### Chapter 3. Application for the accommodation and bed allocation

第十條 住宿期間分別為學期住宿與暑假住宿兩期，學期住宿期間為九月至次年六月，暑假住宿期間為七月與八月，每學期及暑期住宿期間之起訖日期由國際事務處另行公告。

Article 10. Accommodation shall be open for both semesters and summers. The period of a semester is usually from September of a particular year to June of the following year, whereas a summer period is from July to August. The starting and end dates of an accommodation period for a semester and a summer shall be made known separately by Office of Global Engagement.

第十一條 床位分配原則：

- 一、除與政府簽訂特殊合約之保障床位外，其餘床位分配順位依下列順序定之：

- (一) 宿舍幹部(保障任期當年及卸任後一年)
  - (二) 大學部一年級
  - (三) 碩士/博士一年級
  - (四) 大學部二年級生
  - (五) 碩士/博士二年級生
  - (六) 三年級以上學生
  - (七) 短期交換生
- 二、 同順位申請人數超過剩餘床位時以抽籤方式決定，抽籤規則由國際事務處另行公告之。
- 三、 續住生以不超過總床數 33%為限。

Article 11. Principles for bed allocation:

- 1) Unless otherwise reserved for students under special contracts with the Government, beds in the Dormitory shall be allocated in the following priority:
  - (1) The Cadre (shall be ensured to have a bed during their competent term and one year after the term of their service);
  - (2) Freshmen of the School;
  - (3) Master/ doctorate students in their first year;
  - (4) Sophomores of the School;
  - (5) Master/ doctorate students in their second year;
  - (6) Junior students or above;
  - (7) Short-term exchange students.
- 2) Should the demand be over the supply, applicants shall draw lots for bed where the rules of lot-drawing shall be made known separately by the Office of Global Engagement.
- 3) The number of the same Tenants from the previous accommodation period shall not exceed 33% of the total number of beds.

第十二條 本宿舍之申請，應於規定期間內提具申請表單文件向國際事務處提出申請，申請文件如下：

- 一、 國際學生宿舍住宿申請表一份
- 二、 護照及居留證影本一份

Article 12. Application for a bed in the Dormitory shall be submitted to the Office of Global Engagement within a prescribed time frame by filing an application form along with the following documents:

- 1) One copy of the “Application Form of International Student Dormitory”.
- 2) One copy of the passport and the ARC respectively.

第十三條 患有嚴重心臟病、精神病及其他傳染病，經區域級以上醫院鑑定，確屬不適合住宿、或有危害其他住宿學生健康之虞者，不得申請住宿，若經核准住宿者發現上述病情，應立即就醫，必要時得強制退宿。

Article 13. Students need not apply for accommodation at the Dormitory if they should suffer from serious heart disease, mental illness, and other infectious diseases which have been identified by a hospital of district level or above, deemed to be unsuitable for the accommodation or pose a threat to the health of other tenants. Should any abovementioned health issues happen to any students who have already been approved for the accommodation, they shall seek medical attention immediately, or may be forced to check out from the Dormitory if necessary.

#### 第四章 費用繳納

#### Chapter 4. Payment of fees

第十四條 住宿費分別為上學期、下學期及暑假三期，繳費方式為期初一次付清，住宿申請及費用繳納應於公告期限內辦妥，逾期喪失住宿資格。本宿舍之收費標準由國際事務處另訂之。

Article 14. Rents are to cover the accommodation period of the first semester, the second semester, or the summer. Applications and rents shall be paid in full at the beginning of each period by the announced deadline. Overdue shall forfeit the qualification of accommodation at the Dormitory. The fees for the Dormitory shall be set by the Office of Global Engagement.

第十五條 若住宿生獲國際學生獎學金者(含類別 A+、A 及 B 者)，除暑假住宿期間按一般住宿生標準辦理外，學期住宿期間之住宿費由獎學金直接扣除代繳。

Article 15. For those Tenants admitted to the TMU Scholarship (including Type A+, A and B), their rents during summer period shall be treated in the same standards as for other Tenants; but during semester periods, deducted directly from their scholarship.

第十六條 住宿費不包含其他使用費。其他使用費之管理另訂之。

Article 16. Rents shall not include other utilization fees which are to be stipulated separately.

## 第五章 退宿及退費

### Chapter 5. Check-out of the Dormitory and refund of fees

第十七條 住宿生經國際事務處或宿舍幹部確認退宿檢查項目(鑰匙繳回、清潔檢查、財產清點、費用繳清)合格，且於住宿期間內搬離宿舍者，方視為完成退宿程序。

Article 17. The Tenant shall be deemed to complete their cancelation of the accommodation if they have surrendered the required items (such as keys, properties, etc.) in good conditions to the Office of Global Engagement or the Cadre; as well as satisfactorily cleaned their room and clear all fees before they check out of the Dormitory.

第十八條 於學期住宿期間退宿者，須於退宿前一個月以書面向國際事務處提出申請，日後不得再辦理住宿申請。

Article 18. Any of the Tenant wishing to check out of the Dormitory during the semester period shall notify the Office of Global Engagement in writing with an application form within one month prior to their check-out date and shall not be admitted to the Dormitory for accommodation at a later date.



第十九條 非因退學、休學或其他重大變故而自願退宿者，不予退費。符合前述規定之退費原則如下：

- 一、於正式上課日前退宿者，全額退費。
- 二、由正式上課日起算，至第三十日內退宿者，退費四分之三。
- 三、由正式上課日起算，自第三十一日至第六十日內退宿者，退費二分之一。
- 四、由正式上課日起算，於第六十一日後退宿者，不予退費。

Article 19. Unless otherwise due to major incidents such as dismissal from the School or suspension of schooling, voluntary check-out of the Dormitory shall not be eligible for the refund of fees. However, if eligible for the refund of fees, it shall be handled in accordance with the principles as follows:

- 1) Full refund if withdrawal/checking out before the course starts;
- 2) Refund three fourths of the fee if withdrawal/checking out within 30 days after the course starts;
- 3) Refund half of the fee if withdrawal/ checking out between the 31 and the 60 day after the course starts;
- 4) No refund at all if withdrawal/ checking out beyond the 60 days after the course starts.

## 第六章 附則

### Chapter 6. Supplementary provisions

第二十條 本辦法經行政會議通過後公告後施行，修正時亦同。

Article 20. The Regulations -- initial version and future revisions, if any -- shall come into force after adopted by the administrative meeting.