

臺北醫學大學國際學生宿舍幹部管理細則

Enforcement Rules of the Cadre Management for the International Student Dormitory of Taipei Medical University

105年5月4日行政會議新訂通過

105年5月12日北醫校秘字第1050001588號令新訂，全文7條

(New seven articles were approved in the administrative meeting on May 4, 2016 in accordance with the order of

May 12, 2016, No. TMU 1050001588.)

106年07月06日行政會議修正通過，全文7條

(Revised version of seven articles was approved in the administrative meeting on July 6, 2017.)

第一條 本校為使國際學生宿舍(以下簡稱本宿舍)管理更臻完善，提升宿舍維護及服務品質，以提高學生服務學習動機，讓學生藉由擔任學生宿舍幹部，培養責任感，依據本校「臺北醫學大學國際學生宿舍管理辦法」第四條，特訂定「臺北醫學大學國際學生宿舍幹部管理細則」(以下簡稱本細則)。

Article 1. In order to improve the management, maintenance, and service quality for the International Student Dormitory (hereinafter referred to as “the Dormitory”), so as to enhance the students' learning incentives and sense of responsibility as a cadre for the Dormitory, the “Enforcement Rules of the Cadre Management for the International Student Dormitory of Taipei Medical University (hereinafter referred to as TMU or “the School”)” (hereinafter referred to as “the Enforcement Rules”) have been stipulated in accordance with Article 4 of TMU’s “Regulations for the Management of the International Student Dormitory of Taipei Medical University”.

第二條 職掌

- 一、 確實瞭解及執行本宿舍相關管理辦法及規定。
- 二、 擔任住宿生與校方管理單位溝通協調之橋樑。
- 三、 負責本宿舍安全及秩序維持，協助住宿生糾紛調解，緊急及異常狀況通報。
- 四、 協助調查、處理及回報住宿學生違規事件。
- 五、 維護宿舍環境整潔及協助設備保養修繕。

- 六、 協助記錄並回報每月電錶數值。
- 七、 參加本宿舍辦理相關會議、訓練、研習及活動；並負責推動住宿學生相關活動與事務。
- 八、 負責進住及離宿等相關事宜。
- 九、 負責住宿生訪視與關懷。
- 十、 其他交辦事項。

Article 2. Duties of the Cadre shall comprise the following:

- 1) To understand and implement the provisions as stated in the relevant management Enforcement Rules.
- 2) To act as a liaison between the students live-in the Dormitory (hereinafter referred to as “the Tenant”) and the management unit of the School for better communication and coordination.
- 3) To be responsible for the maintenance and safety and order of the Dormitory, to assist in the mediation of dispute among the Tenant, and to report any emergency and abnormal situations.
- 4) To assist in the investigation, handling, and reporting of any violations committed by the Tenant.
- 5) To maintain the cleanness of the environment and to assist the repair and maintenance of the facility in the Dormitory.
- 6) To assist in recording and reporting the utility consumption as shown on the meters on a monthly basis.
- 7) To participate in meetings, trainings, studies, and activities relevant to the Dormitory; and to promote activities and affairs relevant to the Tenant.
- 8) To be responsible for the check-in and check-out of the Tenant, among other relevant matters.
- 9) To be responsible for the visit to and care for the Tenant.
- 10) To handle other matters assigned.

第三條 申請資格及申請時間

- 一、 申請資格：就讀本校並入住國際學生宿舍之在學學生，品行端正，可配合宿舍管理及服務工作執行者。
- 二、 申請時間：每學年下學期由國際事務處(以下簡稱本處)之公告

時程辦理。

Article 3. Eligibility to become a cadre and the timing for application

- 1) Eligibility: Any person who lives in the International Student Dormitory and is currently enrolled in the School is eligible for the role of a cadre, provided he/she should have decent characteristics and be willing to coordinate for the management of the Dormitory and implement the service duties.
- 2) Application timing: Please refer to the time frame announced by the Office of Global Engagement (hereinafter referred to as "the Office") during the second semester of each academic year.

第四條 遴選及任免

- 一、 遴選：由本處國際學生組審查遴選，並經國際長核定之。
- 二、 任免：
 - (一) 任期為一學年，服務良好經評核通過者，得連任一次。
 - (二) 違反職責、本校學生獎懲辦法及宿舍相關規定者，經本處評量後，可隨時解除職務及幹部身分，並失去優先住宿權。

Article 4. Election, appointment and dismissal of the Cadre

- 1) Election of the Cadre: The Cadre is to be elected by the International Student Section of the Office, and approved by the head of the Office.
- 2) Appointment and dismissal of the Cadre:
 - (1) The term for the Cadre shall be one academic year which may be extended for one additional consecutive term, provided the subject cadre has provided good services recognized by the Office.
 - (2) Any violation of the duties, of the rewards and punishments for the students of the School, and of the relevant provisions for the Dormitory – once evaluated by the Office -- may lead to the dismissal of duties and the role as a cadre while losing the priority to take occupancy in the Dormitory.

第五條 獎勵方式

依管理宿舍床位數量，每一床位則可抵扣每月住宿費新台幣 100 元整。每學期由本處國際學生組計算每月應繳交之住宿費用。

Article 5. Incentives

The Cadre shall be entitled to rent discount, i.e. TWD 100 per bed per month, according to the number of beds managed by them. The net rent payables by the Cadre shall be calculated by the International Student Section of the Office on a monthly basis during each semester.

第六條 考核

- 一、 評量於每學期末實施，做為續任及獎勵之依據。
- 二、 由本處擬定「臺北醫學大學國際學生宿舍學生幹部考核表」評定之。

Article 6. Performance evaluation

- 1) Performance of the Cadre shall be evaluated at the end of each semester, so as to determine the continuous appointment of and incentives to the Cadre, if any.
- 2) The performance evaluation shall be recorded in an "Evaluation Form for the Cadre of the International Student Dormitory of Taipei Medical University".

第七條 本辦法經行政會議通過後公告施行；修正時亦同。

Article 7. The Enforcement Rules -- initial version and future revisions, if any -- shall come into force after adopted in the administrative meeting.