

# 臺北醫學大學國際學生宿舍管理辦法

## Regulations for Taipei Medical University International Student House

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### 第一條 (目的)

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，並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 House, to assist the students who live-in the house (hereinafter referred to as “the tenant”), and to enhance the quality of the living conditions in the house, so as to incorporate education into the living of the tenant, hereby the “Regulations for the Management of the International Student House of Taipei Medical University (hereinafter referred to as TMU or “the School”) (hereinafter referred to as “the Regulations”) has been stipulated.

## 第二條 (適用範圍)

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

## 第三條 (權責單位)

本辦法相關權責單位及其應辦理項目規定如下：

- 一、國際事務處：負責本宿舍床位申請與分配及綜合協調相關行政事務，聘任及督導考核本宿舍幹部。
- 二、總務處：負責處理本宿舍租賃事宜、收取住宿費、進行本宿舍之安全檢查、財產管理、設備修繕及清潔保養等事宜。
- 三、學務處：負責處理及通報本宿舍之學生緊急事件，進行定期居家安全訪視。
- 四、財務處：協助總務處訂定住宿費及相關費用。
- 五、資訊處：負責處理本宿舍電腦網路、資訊設備管理維護等事宜。

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

- 1) Office of Global Engagement: responsible for the house assignment and overall administrative coordination, as well as the appointment, supervision, and evaluation of the residential assistant (hereinafter referred to as the dormitory assistant).
- 2) Office of General Affairs: responsible for the house leasing, collection of rents, structural safety checks, property management, facility repair, cleaning, and maintenance, etc.
- 3) Office of Student Affairs: responsible for the handling and reporting of emergencies incurring for the tenants, as well as the regular visit to the tenants and the house for safety inspections.
- 4) Office of Finance: assists the Office of General Affairs in the stipulation of the rents and other related fees.
- 5) Office of Information Technology: responsible for IT matters, such as the application of the Internet service and the Internet

equipment, as well as corresponding management and maintenance.

#### 第四條 (宿舍幹部)

為執行本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、考核及管理規定由國際事務處另定之。

Article 4. In order to implement the daily management and maintenance work of the houses, a number of the residential assistants are to be put in place where the selection, appointment, duty, evaluation, and management regarding the residential assistants shall be stipulated by the Office of Global Engagement.

#### 第五條 (住宿規範)

住宿學生不得有下列各款行為，違反者除依本校學生獎懲辦法論處外，本校得取消其住宿資格並限期退宿，且日後不再受理其住宿申請：

- 一、擅自頂讓床位、霸佔床位、調換床位、借予他人暫宿或排斥具住宿資格者進住。
- 二、未經許可擅自偕同他人進入本宿舍、進入他人寢室、留宿訪客或引介商人進入本宿舍買賣物品。
- 三、將鑰匙交付非住宿本宿舍之人員使用或擅自更換寢室門鎖。
- 四、吸煙、飼養動物或從事其他干擾他人住宿安寧之行為。
- 五、寢室環境髒亂，嚴重影響住宿品質。
- 六、擅自接裝未經本校公告許可之高功率電器。
- 七、在本宿舍內炊膳。
- 八、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。
- 九、使用或持有違禁藥品或危險物品。
- 十、因其他情事經本校依學生獎懲辦法懲處確認。

Article 5. The tenant shall be disciplined according to the school rules, unentitled to live in the house anymore, ordered to check out the house by deadline, ineligible to move in the house 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 house, to go into other rooms, to keep outsiders stay overnight, or to introduce vendors to enter the house 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.
- 5) To make a mess inside the house, thus seriously affecting the quality of living.
- 6) To use electrical appliances of high power.
- 7) To cook meals in the house.
- 8) 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).
- 9) To use or store illicit drugs or hazardous goods.
- 10) To be disciplined for the violation of the rules and regulations of the School, or involved in criminal offenses.

#### 第六條 (鑰匙使用規範)

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 tenants shall rely on their own keys to enter the house. Note that the key replacement is not free of charge. All keys shall be surrendered upon check-out.

#### 第七條 (環境清潔規範)

本宿舍之公共環境清潔，由總務處委由外包廠商處理；各寢室之環境清潔由住宿學生自行負責，以不妨礙整體觀瞻及公共衛生為原則。

Article 7. The public areas of the house shall be taken care of by cleaners

outsourced by the Office of General Affairs. The interior of each room inside each room shall be managed by the tenants, not jeopardize the overall tidiness or the public health of the house.

#### 第八條 (緊急事件及日常檢修)

發生緊急事件時，本校校安中心人員、宿舍幹部及相關人員，得依本校校園災害管理實施計畫等相關規定進出學生寢室。

本校相關權責人員進出學生寢室，進行日常安全衛生檢查或硬體設備維護修繕等事宜時，應事前通知住宿學生。

Article 8. In case of an emergency, personnel from Campus Security Center, the residential assistant, and related personnel shall have the right to access to individual rooms based on the Rules of Campus Disaster Management Implementation. 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. with prior notification.

#### 第九條 (財產保管責任)

住宿學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，若損壞係故意或過失造成，或因保管學生怠於報修或拒絕相關人員維護修繕硬體設備引發損害，相關住宿學生應負賠償責任。

Article 9. The tenants shall take good care of properties distributed to them for usage. In case of damage or malfunction, they shall report to the residential assistant for repair and maintenance. If the damage or malfunction should be deemed as intentional, or caused by late reporting or rejecting related personnel to maintain and repair hardware equipment, then the subject tenant shall be liable for the compensation.

#### 第十條 (住宿期間)

本宿舍之住宿期間分為上學期住宿、下學期住宿及暑假住宿三期，上、下學期住宿期間為九月至次年六月，暑假住宿期間為七月及八

月，各期住宿期間之起訖日期由國際事務處另行公告。

Article 10. Contract periods are first, second semester and summer term. The housing period for the first and second semester is from September of a year to June of the following year, whereas a summer term is from July to August. The start and end dates of each contract period shall be announced separately by the Office of Global Engagement.

#### 第十一條 (床位分配順序)

本宿舍之床位，依下列順序分配之：

- 一、 宿舍幹部(保障任期當年及卸任後一年)
- 二、 大學部一年級境外生。
- 三、 碩士班及博士班一年級境外生。
- 四、 大學部二年級以上境外生。
- 五、 碩士班及博士班二年級以上境外生。
- 六、 學期制交換生。
- 七、 本國學生。
- 八、 非學期制交換生。

前項所稱境外生，指外國學生、港澳生及陸生。

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。

分配予第一項第四款至第八款學生之合計床數以不超過總床數之百分之三十三為限。

#### Article 11. Assignment guarantee and priorities:

- (1) The residential assistant (shall be ensured to have a bed during their competent term and one year after the term of their service);
- (2) First year overseas undergraduate students;
- (3) First year overseas graduate students;
- (4) Second year and above overseas undergraduate students;
- (5) Second year and above overseas graduate students;
- (6) Semester-based exchange students;
- (7) Local students (Taiwanese students)

(8) Short-term (non semester-based) exchange students.

The overseas students refer to international students and students from Mainland China/Hong Kong/Macau.

Should the demand be over the supply, a housing lottery will be held by the Office of Global Engagement.

The number of tenants from sections (4) to (8) shall not exceed 33% of the total number of housing spots.

#### 第十二條 (住宿申請)

本宿舍僅供境外學生入住，申請人應於公告之期間內檢附下列文件向國際事務處提出申請：

- 一、 國際學生宿舍住宿申請表一份。
- 二、 境外生應繳交護照影本一份，本國學生應繳交國民身分證影本一份。
- 三、 一般學位生應繳交在學證明一份，當年度未註冊新生得以入學通知暫代在學證明，惟應於十五個工作天內補正，逾期未補正者，本校得取消其住宿資格；短期交換生應繳交錄取通知一份。

除本辦法另有規定外，經核准住宿者之住宿資格為期一年。

Article 12. Only overseas students are eligible to apply for the house. Application for housing shall be submitted to the Office of Global Engagement within the announced period, application materials including:

- 1) One copy of the "International Student House Application" form.
- 2) One copy of the passport is required for overseas students; one copy of a national identification card is required for local students.
- 3) Degree students should submit a certificate of enrollment. New students who have not registered yet should submit their enrollment notification first, and provide a certificate of enrollment within 15 working days. Failure to make correction within the indicated deadline, the eligibility for house accommodation shall be revoked. Short-term exchange students should submit an admission notice.

The accommodation duration is one year.

#### 第十三條 (住宿資格)

患有嚴重心臟病、精神病或其他法定傳染病，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 are not allowed to apply if they 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 tenants who have already been assigned a housing spot approved for the accommodation, they shall seek medical attention immediately, or may be forced to check out from the house if necessary.

#### 第十四條 (繳費期間)

住宿費之繳納分為上學期、下學期及暑假三期，三期之繳納期限由國際事務處公告。

無法於前項期限內一次繳清住宿費者應申請緩繳，緩繳金額清償期限為該期住宿期間達三分之二前，費用繳納及緩繳申請應於公告期限內辦妥，逾期本校得取消其住宿資格並限期退宿。本宿舍之收費標準由國際事務處提案，經行政會議通過，陳校長核定後公告於國際事務處網站。

Article 14. Rents are to cover the accommodation period of the first semester, the second semester, or the summer. The payment due date will be announced by the Office of Global Engagement.

Only rents can be deferred; utility fees shall be paid in full at the beginning of each housing period by the announced deadline. Rents for summer period is not deferrable. The deferred payment shall be paid before two thirds of that housing period, by the announced official calendar. Overdue shall forfeit the eligibility of the university housing. The rents for TMU international student house shall be stipulated by the Office of Global Engagement and adopted by the administrative meeting. It shall be announced on the website of the



Office of Global Engagement after being approved by TMU president.

第十五條 (其他使用費)

前條規定之住宿費不包含其他使用費，其他使用費之繳納依「臺北醫學大學國際學生宿舍其他使用費管理辦法」規定辦理。

Article 15. The rents shall not include utility fees. Following the “Regulations of Utility Fees for Taipei Medical University International Student House”, the utility expenses shall be paid by the tenants.

第十六條 (退宿程序)

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

Article 16. The tenant shall move out of their unit before the contract term and follow check-out procedure (return all keys/room card(s) to the Office of Global Engagement, complete the damages and cleanliness inspection conducted by the Office of Global Engagement staff/residential assistant, and pay the remaining balance).

第十七條 (退宿申請)

住宿期間欲退宿者，應於預計退宿日前七個工作天以書面向國際事務處提出申請。

次一期住宿期間不續住者，須於次一期開放住宿日前一個月以書面向國際事務處提出退宿申請，未於期限內辦理退宿手續，則視同續住本宿舍，需依規定辦理繳費手續。

Article 17. Early termination request during the current housing period shall be submitted to the Office of Global Engagement in writing at least seven working days prior to tenant’s intended check-out date.

Tenants who do not want to continue their stay for the next housing period shall submit an termination application to the Office of Global Engagement one month prior to the start date of the next period, however, the contract will remain valid if the tenant fail to complete

the check-out procedure by the agreed date, thus, the tenant is responsible for all housing related fees.

第十八條 (退費原則)

退宿者原則上不予退費，惟若因退學、休學或其他重大變故而自願退宿者，其退費原則如下：

- 一、 於當期住宿期間起始日前退宿者，全額退費。
- 二、 自當期住宿期間起始日起算第三十日內退宿者，退費二分之一。
- 三、 自當期住宿期間起始日起算第三十一日後退宿者，不予退費。

Article 18. Taipei Medical University will refund amounts paid only if the early termination is due to major incidents such as suspended or expelled from the university. If tenants are eligible for the refund of fees, it shall be handled in accordance with the principles as follows:

- 1) Full refund: if checking out before the housing period starts.
- 2) 50% Refund: if checking out within the 30<sup>th</sup> days after the housing period starts.
- 3) No refund at all if checking out beyond the 31<sup>st</sup> days after the housing period starts.

第十九條 (未盡事宜)

本辦法未盡事宜，應依本校相關規定及政府相關法令辦理。

Article 19. The matters not covered by these regulations should be handled in accordance with relevant regulations of Taipei Medical University and the relevant government laws and regulations.

第二十條 (核決權限)

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.