

清華大學學生宿舍臨時卡借用規則

National Tsing Hua University Student Dormitory Temporary Card Regulation

104 年 5 月 11 日 齋長聯席會會議報告

Report of the joint committee of head residents' meeting, May 11, 2015

一、為加強學生宿舍門禁管理，特訂定學生宿舍臨時卡（以下簡稱臨時卡）借用規則。

To strengthen the management of dormitory access control, hereby the regulations of borrowing temporary access card (hereafter referred to as Temp Card) for student dormitory.

二、住宿學生進出學生宿舍應使用學生證感應進出，如有特殊情況需借用臨時卡須遵守且符合以下規定：

Students who live in dorms shall access by student ID card. For special occasions that a temporary access card is needed, hereby the regulations shall be followed:

1、借用身份：限本校當學期住宿學生。

Qualification: Students who live in the dorm in current semester only.

2、借用方式：借用臨時卡須繳交保證金 100 元，如於規定期限內歸還卡片，保證金將同時返還；若有特殊情形無法於借用時繳交保證金，可填寫「借用學生宿舍臨時卡切結書」。

Method: You have to pay 100 NTD as deposit while borrowing the Temp Card. The deposit will be returned if the Temp Card is returned on time. If the deposit cannot be paid due to a special occasion, please fill in "Student Dormitory Temporary Card Declaration".

3、借用期限：一般借用限 7 日(含假日)內歸還，逾 7 日臨時卡功能將會失效，如有特殊情形需延長借用，請向住宿組提出申請，否則應立即歸還臨時卡；若已非住宿生，應立即歸還。

Loan period: Seven (7) days in general (holidays included). The Temp Card will be invalid after seven days. Please arrange an application to Division of Student Housing for extension under special occasion. Otherwise, the Temp Card shall be returned immediately when due. If the borrower is no longer living in the dorm, the person shall return the card immediately.

4、賠償規定：若有遺失、損壞、逾期不歸還之情形，臨時卡將會註銷不再使用，且需賠償製卡費用 100 元，填寫切結書者將由住宿押金中扣除 100 元，採累計制，賠償費用一經繳納不得要求退還。

Compensation: Temp Card will be cancelled when it is lost, damaged or overdue and NTD 100 shall be collected for production cost. NTD 100 will be deducted from the deposit of student accommodation according to the filled declaration. The Compensation is on accumulative basis, and no refund will be made.

5、其他特殊情形：本校不核發學生證之非本國籍學生，將依公文簽署住宿期間另外核發臨時卡，並填寫「借用學生宿舍臨時卡切結書」，其餘事項依本規則第二條辦理。

Other : Non-Taiwanese resident who do not have student ID will have their own Temp Card during the period living in the dorm after going through official documents. "Student Dormitory Temporary Card Declaration" shall be filled in. Please follow regulation listed in Article 2 for other affairs.

三、不得私自複製或轉借他人使用以免觸法。

Do not copy or lend the card to others to avoid the violation of regulations.

四、本規則經齋長聯席會會議報告後實施，修訂時亦同。

The regulation will be implemented after being reported in the joint committee of head residents' meeting, same for the amendment.