

National Taipei University of Nursing and Health Science
Management Rules for Mail Processing in Student Dormitory

1. Purpose: These rules are established to facilitate delivery of mail for students living in the dormitory and processing of regular mail, registered mail and parcels for students living in the dormitory.
2. Processed Mail: Includes regular mail, registered mail and parcels (excluding value-declared mail) with Chunghwa Post, HCT Logistics, TJ Logistics, **Shangda Logistics**, Yamato, Pelican, Maple Logistics Express, Hualien Logistics.
3. Acceptance Procedure:
 - (1) Regular Mail: Mail for Chung Hwa Post will be accepted with signature by General Affairs Department Document Division and placed in the box for each class.
 - (2) Parcels and Registered Mail:
 1. Parcels and registered mail (Chunghwa Post, HCT Logistics, TJ Logistics, **Shangda Logistics**, Yamato, Pelican, Maple Logistics Express, Hualien Logistics) accepted with signature by General Affairs Department Document Division will be delivered to working students at first-floor reception of Hueizhi Building.
 2. The working student at Huizhi Building will verify the quantities of parcels and registered mails received from the General Affairs Department Document Division with the signed acceptance list, verify whether the outer package of the mail is complete and then sign for acceptance.
 3. Registration of Registered Parcels and Mail:
 - (i) Registered mail received is divided into categories. The recipient, room number, mail number, quantity of mail, time and signature of the handling person should be completed in a 2-copy form in detail and placed in the box for registered mail (Monday mails in box number 1, Tuesday mails in box number 2, Wednesday mails in box number 3, Thursday mails in box number 4, Friday mails in box number 5, Saturday and Sunday mails in box number 6).
 - (ii) Parcels received are divided into categories. The recipient, room number, mail number, quantity of mail, time and signature of the handling person should be completed in a 2-copy form in detail and placed on the floor of the parcels room in accordance with the day of the week (Monday parcels on row no. 1, Tuesday parcels on row no. 2, Wednesday parcels on row no. 3, Thursday parcels on row no. 4, Friday parcels on row no. 5).
 - (iii) For non-resident students or teachers and staff of the school, for whom no

room number is available, the relevant information should be completed in detail and delivered to the dormitory drillmaster for processing.

4. Distribution Procedure:

- (1) Distribution of Regular Mail: Each class representative should collect mail from the class mailbox at the Student Affairs Department and forward the mail to each recipient.
- (2) Distribution of Registered Mail and Parcels:
 1. After the working student in Huizhi Building completes the 2-copy form, the second copy should be detached and delivered to the drillmaster (or dormitory manager) before 20:00 of the same day.
 2. The drillmaster (or dormitory manager) will give the second copy (notice copy) to each floor manager during night attendance call at 23:30 at the same time and ask the floor managers to forward to the recipients.
 3. For non-resident students or teachers and staff of the school, the second copy (notice copy) will be delivered to the recipient by the drillmaster (or dormitory manager) for collection within 7 days.

5. Notes about Registered Mail and Parcels:

- (1) Registered mail and parcels should be claimed by presentation of the second copy (notice copy) and ID justification (student card, ID card). After the identity of the recipient and registered mail number are confirmed, the first copy (receipt copy) should be signed to complete the mail collection process.
- (2) If the recipient asks another student to claim the mail, ID justifications for both the recipient and the person collecting the mail should be presented. After verification, the person collecting the mail should sign on the first copy (receipt copy).
- (3) Registered mail and parcels must be collected within 7 days. Any mail not collected within the period will be returned to the sender in order to achieve effective management.
- (4) Collection Hours:
 1. Monday to Friday (during school terms): 10:00 to 20:00.
 2. Saturday, Sunday and public holiday: 09:00 to 12:00, 13:00 to 17:00, 18:00 to 20:00.
 3. Hours during winter and summer vacations will be determined separately.
- (5) In case of any emergency event or repair inside the dormitory, working students will handle such event or repair in priority and suspend mail collection. Collection requests will not be accepted outside the collection hours that are announced.
- (6) In case of special circumstances such as lack of storage room due to large volume of

registered parcels and mail in the beginning of the school semester, announcement may be made by public broadcast for the recipient to collect the mail. The broadcasting will be done at times without affecting the normal resting time of dormitory students. There will be no more than two broadcasting per day.