

國立臺灣科技大學學習討論室使用管理規則

108 年 08 月 19 日 教務處教學發展中心例會通過

108 年 11 月 13 日 教務處教學發展中心例會通過

108 年 11 月 27 日 教務處教學發展中心例會通過

109 年 05 月 14 日 教務處教學發展中心例會通過

- 一、國立臺灣科技大學為提供課後輔導、課業討論、學習諮詢等學習空間，特制定學習討論室使用管理規則(以下簡稱本規則)。
- 二、學習討論室位於國際大樓十二樓共計五間，其功能及服務項目如下：
 - (一) 提供教職員或學生進行課後輔導、課業討論或伴讀活動等學習相關之用，嚴禁任何其他非學習之活動。
 - (二) 提供課業輔導，可於指定時間至學習討論室，並依本校「伴讀實施辦法」規定辦理。
- 三、申請對象與開放時間：
 - (一) 申請對象：本校教職員與在校學生。
 - (二) 開放時間：

週一至週五 09:00-21:00

週六 13:00-21:00

週日 13:00-17:00

寒暑假期間另行公告。

(註：國定假日不開放)
 - (三) 欲申請學習討論室者，請至線上預約系統預約。
 - (四) 預約日期以申請日起算一個月內為限。
 - (五) 每次借用最長以 2 小時為限，每人每週最多可預約 2 次。
- 四、使用規則：
 - (一) 借用人可於預約時間前 10 分鐘使用學生證或教職員證刷卡進入，若證件無法感應，可使用系統寄發之通行密碼進行操作。
 - (二) 預約時段開始逾 15 分鐘尚未進入學習討論室使用者，視同放棄此次預約且視為未即時取消預約影響他人使用權益 1 次。
 - (三) 欲取消借用者，至晚於預約使用前一日自行於系統取消預約。
 - (四) 不得借用、冒用或盜用他人證件。
 - (五) 借用程序完成者，不得私下與他人交換或轉讓借用時段。
 - (六) 個人隨身或貴重物品請妥善保管，管理單位不負保管責任。
 - (七) 使用討論室時應檢查並愛惜設備，若發現設備故障，請通知管理單位，

俾利後續維修，並釐清責任歸屬；若發生設備遺失或損毀，借用人須負損壞賠償責任。

(八) 討論室禁止攜帶食物(飲用水除外)進入，請愛惜室內設備並保持清潔。

(九) 離開時請帶走垃圾，並隨手將電器設備與門窗關閉。

(十) 如有使用相關問題，請至下列地點詢問：

時間	地點	連絡電話
週一至週五 09:00-17:30	教務處教學發展中心 (IB-205)	(02)2737-6980
週一至週五 17:30-21:00	學習討論室夜間諮詢處 (IB-1221)	(02)2733-3141 分機 5217
週六及週日	學習討論室夜間諮詢處 (IB-1221)	(02)2733-3141 分機 5217

五、 有以下情事者，管理單位將予以停權三個月之處分：

(一) 進行非課後輔導或課業討論之活動。

(二) 借用、冒用、盜用他人證件或私下交換轉讓借用時段。

(三) 經查有私人垃圾未清理之情事。

(四) 未即時取消預約影響他人使用權益，次數合計達4次(含)以上。

(五) 經查證未申請借用擅自使用討論室合計達3次(含)以上。

(六) 在討論室內吃東西經勸導未改善者合計達3次(含)以上。

六、 如有未盡事宜，依本校相關規定辦理。

NTUST Learning Discussion Rooms Use Rules

108 年 08 月 19 日 教務處教學發展中心例會通過

108 年 11 月 13 日 教務處教學發展中心例會通過

108 年 11 月 27 日 教務處教學發展中心例會通過

109 年 05 月 14 日 教務處教學發展中心例會通過

- 1、 In order to provide after-school tutoring, course discussion, study consultation and other learning spaces, the National Taiwan University of Science and Technology has specially formulated the management rules for the use of learning discussion rooms (hereinafter referred to as the rules).
- 2、 There are a total of five learning discussion rooms on the 12th floor of the International Building. Their functions and services are as follows:
 - (1) Provide faculty or students for after-school tutoring, class discussion, or companion reading activities and other related learning purposes. Any other non-learning activities are strictly prohibited.
 - (2) Provide course guidance, you can go to the learning discussion room at a designated time, and follow the school's "Learning Partner Program" regulations.
- 3、 Applicants and opening hours:
 - (1) Applicants: School staff and students.
 - (2) Opening hours:
 - Monday to Friday 09: 00-21: 00
 - Saturday 13: 00-21: 00
 - Sunday 13: 00-17: 00
 - Announced separately during winter and summer holidays.
 - (Note: closed on national holidays)
 - (3) To apply for a learning discussion room, please go to the online reservation system to make an appointment.
 - (4) The appointment date is limited to one month from the date of application.
 - (5) Each borrowing is limited to a maximum of 2 hours, and each person can reserve up to 2 times per week.
- 4、 Rules of use:
 - (1) Using the student ID or staff card to swipe to enter 10 minutes before the appointment time. If the card cannot be sensed, please use the passcode sent by the system for operation.
 - (2) Users who have not entered the learning discussion room for more than 15 minutes from the beginning of the appointment are deemed to have given up this appointment and are deemed to affected the use of other people 's rights once due the late cancel of appointment.
 - (3) Appointments can be canceled one day prior to the reservation date.
 - (4) No borrowing, misusing, misappropriating other people's documents or exchanging the time slots.

- (5) Please keep the personal or valuables properly. The Management Unit of University shall not be responsible for the storage.
- (6) When using the discussion room, check and cherish the equipment. If you find that the equipment is faulty, please inform the Management Unit of University and follow up the maintenance as well as clarify the attribution; if the equipment is lost or damaged, the borrower shall be liable for damage compensation.
- (7) Foods (except drinking water) are not allowed to be brought in learning discussion room. Please keep the learning discussion room clean.
- (8) Please take away garbage when you leave, switch off electrical appliances, and close doors and windows.
- (9) Should you have any questions about usage of the learning discussion room, please go to the following locations:

Time	Place	Contact
Mon. -Fri. 09:00-17:30	CTLD (IB-205)	(02)2737-6980
Mon. -Fri. 17:30-21:00	Service Counter (IB-1221)	(02)2733-3141 #5217
Sat.-Sun.	Service Counter (IB-1221)	(02)2733-3141 #5217

- 5、 Three months' suspension will be imposed by the Management Unit of University if the following cases are found:
 - (1) Conducting non-after-school tutoring or class discussion activities.
 - (2) Borrowing, fraudulent use, misappropriation of others' documents or privately exchange time slots.
 - (3) Found littering in the learning discussion room.
 - (4) Failure to cancel the appointment immediately for more than 4 (inclusive).
 - (5) Unauthorized use of the learning discussion room for more than 3 times (inclusive).
 - (6) Eating in the discussion room after being warned 3 times (inclusive) or more.
- 6、 The relevant regulations of the school shall be implemented should there be any development.