

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

111 年 02 月 08 日 修訂

- 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 four** 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)2730-1191
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.