

NCHU Guidelines on the Management and Borrowing of Study Rooms in the Teaching Complex Building

Approved by Vice President for Academic Affairs on Nov. 30th, 2016(official letter no.1050200574)
Amendment of Article 4 approved by Vice President for Academic Affairs on Mar. 5th, 2018(official letter no.1070200106)

- I . The Guidelines herein have been established to facilitate learning and provide study rooms in the Teaching Complex Building (hereinafter referred to as TCB) to NCHU students.
- II . Study rooms can only be used by NCHU students or their classmates for studying, discussions, and tutoring.
- III . Study rooms are owned, managed, and maintained by the Office of Academic Affairs. The TCB Classroom Management Center (hereinafter referred as Center) has been entrusted with lending out study rooms.
- IV . Study room hours:
 - (I) During the semester, study rooms are open from Monday to Friday from 8:30 AM to 9:30 PM.
 - (II) During holidays, winter vacations, and summer vacations, study rooms are closed.
 - (III) The Center may change the opening hours and number of available study rooms in the event of special circumstances by giving prior announcements.
- V . NCHU students can borrow study rooms by giving the Center their student IDs during opening hours. Students can retrieve their student IDs after returning study rooms. Students may borrow study rooms for a maximum of 2 hours and an additional 2 hours if no students intend to borrow the study room for the time slot after.
- VI . Rules on using study rooms:
 - (I) Comply with use regulations: Users (including applicants) shall use the study room based on the purpose they've detailed in their applications.
 - (II) Remain quiet: Users (including applicants) shall remain quiet and not affect others with their sounds. The Center shall immediately remove students from the study rooms if students fail to comply after warnings from the Center.
 - (III) Maintain the study room:
 1. Users (including applicants) shall ensure the study rooms are clean and are prohibited from bringing food, alcoholic beverages, and contrabands into the study rooms.

2. When using study room facilities or equipment, students shall ensure regular use. Students are liable for any missing or damaged facilities or equipment, and the Center can ban the student from study rooms for 3 months.
- (IV) Maintain personal belongings: Users are responsible for their own personal belongings. NCHU is not liable for any personal belongings in study rooms.
 - (V) Return study rooms to original state: When leaving study rooms, users shall turn off the power, close all doors and windows, remove any trash, and return the study rooms to their original state. The Center shall only return the student's student ID after confirming the student has complied with all the rules hereinabove.
 - (VI) If users and applicants fail to comply with the rules hereinabove after warnings from the Center, the Center may remove the student from study rooms and record the violation. Students with two violations recorded within one semester will no longer be allowed to borrow study rooms for the semester.
- VII. Users shall comply with the Guidelines herein and directions from the Center. Failure to comply will be penalized in compliance with the Guidelines herein.
 - VIII. These Guidelines and any amendments hereto shall be passed in management-level Academic Affairs Meetings and approved by the Vice President for Academic Affairs before taking effect.