

College of Foreign Languages, National Kaohsiung University of Science and Technology

Guidelines Governing the Use and the Management of General and Professional Classrooms

Approved at the 3rd College Affairs Meeting of the 2017 Academic Year on June 5, 2018

Article 1

To provide a good teaching environment and effectively manage and maintain its general and professional classrooms, the College of Foreign Languages (hereinafter referred to as the College) has formulated the “Guidelines Governing the Use and the Management of General and Professional Classrooms” (hereinafter referred to as the Guidelines).

Article 2

All equipment of the professional classrooms of the College can only be used on the venue, and any software or hardware modifications are disallowed without the consent of the College.

Article 3

Except for the need for teaching and examination, no applications for the use of the classrooms of the College during non-office hours (noon and after 17:30 on weekdays and holidays) are accepted. Applicants need to check with the College Office about the time for classroom use before submitting applications. The College has the right to refuse an application at short notice (including on the current day).

Article 4

The users shall use the equipment in the classroom with care and put everything in its usual place after finishing its use. Users will be liable to pay compensation for any damage to the devices or equipment.

Article 5

A record chart of the computer classroom is provided when students borrow the key. Professors are reminded to tell students to report and fill out the chart if a computer doesn't work. The computer manufacturer will conduct weekly routine maintenance based on the record chart.

Article 6

Students are prohibited from bringing food and beverages into the professional classroom.

Article 7

After the class, the instructors shall ensure that students turn off computers, lights, and air conditioners, and close the doors and windows before leaving the classroom.

Article 8

When using the internet, the users must abide by the Regulations on the Use of the Campus Network formulated by the Ministry of Education and the Regulations on the Use and Management of the Campus Network formulated by National Kaohsiung University of Science and Technology. Those who violate the above-mentioned regulations will be punished according to school rules, and they personally bear the legal liability and must compensate for all losses and damage.

Article 9

If the software, images, videos, documents, files, and other relevant items installed on a computer by users constitute Intellectual Property Infringement and illegal acts, the users must bear legal liability and compensate for all losses and damage.

Article 10

The Guidelines will be implemented after being passed at the College Affairs Meeting, and the same shall be done for any amendments thereto.