

# **National Dong Hwa University**

## **Department of Economics Rules for the Use of the Graduate Student Study Rooms**

Approved at the Department Affairs Meeting on October 5, 2022

1. The Department of Economics, National Dong Hwa University (hereinafter “the Department” and “the University”), in order to fully utilize the study spaces and provide an excellent research environment for students, establishes Study Rooms for master's and doctoral students and stipulates the Department Management Rules for the Study Rooms (hereinafter “the Rules”).
2. There are three (3) Study Rooms for master’s and doctoral students in the Department. Eight (8) seats in the Graduate Student Study Room I are for first-year master’s students, sixteen (16) seats in the Graduate Student Study Room II, for second-year master’s students, and twelve (12) seats in the Doctoral Student Study Room, for doctoral students. A graduate student with a valid academic status of the Department may apply for the Study Rooms in accordance with the Rules.
3. If the number of the master's student applicants exceeds the number of the seats available, lots will be drawn to determine the right to use. If the number of the doctoral student applicants exceeds the number of the seats available, doctoral students in lower study years will have priority right to use, while lots will be drawn to determine the right to use for students in the same study years.
4. Application Procedures
  - (1) An applicant should register in person at the Department office, pay a deposit, and sign for the key.
  - (2) A master’s student who has completed their first-year studies must return the key to the Graduate Student Study Room I within one week since the start of their second-year studies and sign for the key to the Graduate Student Study Room II.
5. Rules of Use
  - (1) The right to use a seat in the Study Rooms is only limited to its borrower. In order to maintain the safety and manage the equipment in the Study Rooms, it is strictly forbidden to duplicate the keys to the Study Rooms. If found, the borrower will be punished by cleaning the Study Room for once and the duplicate key will be confiscated. The Department office is not liable to compensate for the cost of key duplication.
  - (2) Do not leave personal valuables unattended. The Department is not liable for the loss of personal valuables in the Study Rooms.
  - (3) Please keep quiet and do not chase, make noise, or play in the Study Rooms.
  - (4) Except for normal use or natural disasters and irresistible reasons, any damage caused to the public computers and equipment in the Study Rooms should be handled in accordance with the public property damage compensation regulations.
  - (5) To comply with the laws and regulations related to the protection of intellectual property rights, downloading or installing any illegal software to the public computers is not allowed. In addition, the use of the University network in the Study Rooms should comply with the University and the Ministry of Education regulations and rules for using campus network. The users shall be solely responsible for violating related regulations and rules.
  - (6) Do not stick permanent items in the Study Rooms.
  - (7) Please turn off the computer equipment, air conditioners, and lights and take out personal trash before leaving the Study Rooms.
  - (8) The borrowers should use the Study Rooms in accordance with the Department's regulations; activities unrelated to academic or study purposes in the Study Rooms are not allowed. Any of the following behaviors may lead to the cancellation of a borrower’s right to use the Study Rooms as well as the suspension from borrowing the Study

Rooms (whose keys should be returned) for two (2) months:

- i. Lend the Study Room keys to someone who has not registered to use the Study Rooms or bring someone into the Study Room in a non-academic or study-related context.
- ii. Leave personal belongings in an unoccupied seat.
- iii. Fail to take out personal trash in the Study Rooms.
- iv. Download illegal software.
- v. Disturb other people by making noise, talking loudly, or playing video games.
- vi. Fail to turn off the air-conditioners and lights when leaving the Study Rooms for a long time (two [2] hours or above). (Keeping an air-conditioner running when no one is in the Study Rooms will lead to the suspension from using the air-conditioners for one [1] month.)
- vii. Other personal behaviors that affect other people or those accounted sufficient for the deprivation of the right to use the Study Rooms by the Department (such as indoor smoking and alcohol drinking).

(9) The Study Rooms should be kept clean all the time. Every semester, the Department office will draw up a weekly cleaning duty roster based on the Study Room borrowers. After completing a cleaning duty, the borrower who does the cleaning needs to sign off in the Department office. If the cleaning is not done properly, the borrower's right to use the Study Rooms will be suspended (and the keys should be returned) for one (1) month.

6. If a student violates the Rules and refuses to follow the advice given, assistants of the Department office may cancel the student's right to use the Study Rooms.
7. The loan period of the Study Rooms expires as soon as a borrower completes their study and the University-Leaving Procedures. Before returning the key to the Study Rooms, the seat used must be cleaned up. The deposit will be refunded after the inspection by the Department office.
8. The Rules shall be implemented upon approval by the Department Affairs Meeting. Any amendments shall be processed accordingly.