

# 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  
111年02月08日 教務處教學發展中心例會通過  
111年10月17日 教務處教學發展中心例會通過  
112年05月09日 教務處教學發展中心例會通過  
112年09月11日 教務處教學發展中心例會通過  
113年09月19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 12 樓 3 間、圖書館地下室 2 間，共計 5 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：
    - 【學期中】
    - 週一至週五 08:00-21:00
    - 週六 13:00-21:00
    - 週日 13:00-17:00
    - 【寒暑假】
    - 週一至週五 09:00-17:00
    - 週六、週日 不開放
    - (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) 借用人請於預約時段開始後 15 分鐘內持【預約者】學生證或教職員證感應進入完成報到，亦可掃描預約系統之通行碼進入使用。
  - (二) 預約時段開始逾 15 分鐘未刷卡完成報到者，視為逾時報到，系統將自動將該時段釋出，並記錄未即時取消預約影響他人使用權益 1 次。
  - (三) 欲取消借用者，至晚於預約時段使用前 10 分鐘自行於系統取消預約。
  - (四) 不得借用、冒用、盜用他人證件或私下與他人交換轉讓借用時段。

- (五) 個人隨身或貴重物品請妥善保管，管理單位不負保管責任。
- (六) 使用學習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。
- (七) 學習討論室禁止飲食、喧嘩或其他不當行為，請愛惜室內設備並保持清潔。
- (八) 使用完畢離開時應將室內收拾整齊，私人物品及垃圾帶走，並隨手將電器設備與門窗關閉。
- (九) 借用學習討論室期間，不得使用危害國家資安之產品(如大陸廠牌軟體、硬體及服務)；若有發現設備遭駭入侵，請立即關閉該設備電源及通知管理人員，進行後續處理。
- (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 08:00-17:30	教務處教學發展中心 (IB-205)	(02)2737-6204
週一至週五 17:30-21:00	學習討論室諮詢處 (IB-1221)	(02)2733-3141 分機 5217
週六及週日	學習討論室諮詢處 (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) 經查證未申請借用擅自使用學習討論室。
- (四) 經查有私人垃圾未清理之情事。
- (五) 未即時取消預約影響他人使用權益，次數合計達3次(含)以上。
- (六) 在學習討論室內飲食、喧嘩或其他不當行為，次數合計達2次(含)以上。
- (七) 使用完畢離開時，未隨手將電器設備與門窗關閉，次數合計達2次(含)以上。
- (八) 經認定有違規使用，且情節重大者。

六、如有未盡事宜，依本校相關規定辦理。

# NATIONAL TAIWAN UNIVERSITY OF SCIENCE AND TECHNOLOGY

## Rules for the Management and Use of Learning and Discussion Rooms

August 19, 2019—Passed by the Center for Teaching and Learning Development, Office of Academic Affairs  
November 13, 2019—Passed by the Center for Teaching and Learning Development, Office of Academic Affairs  
November 28, 2019—Passed by the Center for Teaching and Learning Development, Office of Academic Affairs  
May 14, 2020—Passed by the Center for Teaching and Learning Development, Office of Academic Affairs  
February 08, 2022—Passed by the Center for Teaching and Learning Development, Office of Academic Affairs  
October 17, 2022—Passed by the Center for Teaching and Learning Development, Office of Academic Affairs  
May 09, 2023—Passed by the Center for Teaching and Learning Development, Office of Academic Affairs  
Sep 19, 2024—Passed by the Center for Teaching and Learning Development, Office of Academic Affairs

Article 1 National Taiwan University of Science and Technology (NTUST or “the University”) has formulated the Rules for the Management and Use of Discussion Rooms (“the Rules”) to provide discussion rooms for after-class counseling, coursework discussion, and tutoring activities.

Article 2 The University’s five discussion rooms, located on the 12<sup>th</sup> floor of the International Building (3 discussion rooms) and the basement of the library (2 discussion rooms), shall be used for the following purposes:

1. Faculty members and students may use discussion rooms for after-class counseling, coursework discussion, tutoring, or other learning activities. Activities not related to learning are strictly prohibited.
2. Pursuant to the University’s *Regulations for Study Partnerships*, students who have requested tutoring services may use the discussion rooms at the designated time.

Article 3 Eligibility and available hours:

1. Eligibility: NTUST faculty members and current students
2. Available hours:

[During the semester]

- 8 a.m. ~ 9 p.m., Monday through Friday
- 1 p.m. ~ 9 p.m. on Saturdays
- 1 p.m. ~ 5 p.m. on Sundays

[During winter / summer vacation]

- 9 a.m. ~ 5 p.m., Monday through Friday
- Closed on Saturdays and Sundays

(Note: Closed on national holidays)

3. Discussion rooms may be reserved through the online reservation system.
4. Reservations may be made up to one month in advance.
5. Each room may be reserved for up to two hours consecutively, and each applicant may make up to two reservations per week.

Article 4 Rules for Usage:

1. The discussion rooms can be accessed with the student ID or employee ID within 15 minutes before the scheduled reservation time. If the card reader does not recognize their ID, the user may also present the QR code shown in the

reservation system to gain access.

2. Users who fail to show up and use a reserved discussion room by 15 minutes after the scheduled reservation time will be considered as forfeiting their reservation. It will be treated as a failure to cancel the reservation in a timely manner, impacting the usage rights of others.
3. Cancellation of reserved rooms: Users must access the system to cancel their reservation at least 10 minutes prior to the scheduled reservation time.
4. It is prohibited to lend a reserved discussion room to a third party, use another person's ID to make reservations, or exchange or transfer reserved time slots with others.
5. Users are required to safeguard their own personal items and valuables. The managing unit disclaims any responsibility for lost items.
6. Users should check and take good care of the discussion room equipment. Any malfunctions or damaged equipment should be reported to the management to facilitate repairs and to clarify responsibility. Users shall be held liable for any damage to or loss of equipment that is not reported beforehand.
7. Eating, drinking, making loud noise, and other inappropriate behavior are strictly prohibited in discussion rooms. Users shall use the equipment with care and shall keep the discussion rooms clean.
8. When leaving the room, users shall tidy up the venue, clear out all personal items and trash, turn off all electrical equipment, and close the windows and door.
9. It is prohibited to use products that might endanger national information security (such as software, hardware, and services produced in Mainland China) in discussion rooms. If a security breach is identified, the user shall shut off the power supply immediately and notify managing unit [below] to perform the necessary follow-up measures.
10. Users shall direct any questions related to the use of discussion rooms to the following unit(s):

<b>Time</b>	<b>Unit</b>	<b>Contact number</b>
8 a.m. ~ 5:30 p.m. Monday through Friday	Center for Teaching and Learning Development (IB-205)	(02) 2737-6204
5:30 ~ 9 p.m. Monday through Friday	Discussion Room Information Desk (IB-1221)	(02)2733-3141 ext. 5217
Saturdays and Sundays	Discussion Room Information Desk (IB-1221)	(02)2733-3141 ext. 5217

Article 5 Users who are found to have committed any of the following violations shall have their right to use the discussion rooms suspended for three months by the managing unit:

1. Using a discussion room for a purpose other than after-class counseling or coursework discussion
2. Lending a reserved discussion room to a third party, use another person's ID to make reservations, exchanging reserved time slots with others
3. Using a discussion room without a reservation
4. Leaving behind personal items or trash in a discussion room
5. Failure to cancel in time and thus affecting other users' rights for three times or more
6. Eating, drinking, making loud noise, or other inappropriate behavior two times or more
7. Not turning off the electrical equipment or closing the windows and door after usage two times or more
8. Other serious violations

Article 6 Matters unaddressed herein shall be subject to other applicable regulations of the University.