

# 國立成功大學教室使用注意事項

## National Cheng Kung University

### Classroom Rules

Passed at the 1<sup>st</sup> Academic Affairs Meeting, 03.08.2002

Passed at the 1<sup>st</sup> Academic Affairs Meeting, 01.18.2018

#### One

The rules are enacted to efficiently manage the classrooms and provide a good learning environment for the faculty and students.

#### Two

The classrooms in each teaching unit, unless teacher having special rule, and everyone should abide the rules when using them.

#### Three

In order to keep the classrooms in order and provide a good teaching environment, the following rules should be obeyed except teacher's special rules.

- a. The use of computer, communication devices, and consumer electronic devices is not permitted if they are not being used for class purposes.
- b. Do not make excessive noise, and no pets are allowed in the classrooms.
- c. No drinking or eating is allowed during classes. Please keep good manners during classes.
- d. Except for drinking water, no food is allowed in the audio classrooms
- e. Cooking food with electronic or gas devices are prohibited.
- e. Except on allowable places, writing on doors, and walls is prohibited. Charts and posters should be posted on the bulletin board, and only markers can be used on the white board.
- f. The electronic facilities of that classroom should be used by its' instruction and rule.

#### Four

If there is any need to move chairs and tables, please make sure to put them back to where they are supposed to be for next class to use.

#### Five

If any facility or equipment of the classroom is broken, damaged or lost, please inform the maintenance staff or related units to deal it as soon as possible.

#### Six

Please keep the classrooms clean and tidy and use the facilities and equipment with care. If any person deliberately damages them, they will have to pay for the

damage and be sent to the Office of Student Affairs for further punishment, and will be dealt with according to the related University rules.

Seven

These rules and their revisions are in effect subject to the approval of the Academic Affairs Meetings.

\*These rules are enacted in Chinese, which shall prevail in case of any discrepancy between the English translation and the Chinese original.