

National Tsing Hua University College of Technology and Management

Directions for Use and Management of Master/Doctoral Students Research Rooms

Formulation approved at 1st College Affairs Meeting for Academic Year 2021 on August 26, 2021

1. These Directions for Use and Management are formulated to maintain the fairness of position use and environment cleanness in the College's master/doctoral students reading and research rooms.

2. Scope of research rooms and user assignment:

TSMC Building - Room 302: A total of 114 positions are provided for the College's master students to use.

TSMC Building - Room 624: A total of 28 positions are provided for doctoral students of Department of Economics and Institute of Law for Science and Technology to use.

TSMC Building - Room 636: A total of 28 positions are provided for doctoral students of Institute of Technology Management and Department of Quantitative Finance to use.

TSMC Building - Room 406: A total of 16 positions are provided for doctoral students of Institute of Service Science to use.

3. In consideration of the fact that the master/doctoral student population is likely to continue increasing, while rooms and positions will remain fixed, positions shall be assigned and managed in a flexible way allowing a certain percentage of positions to be reserved for departments/institutes to use freely as well as providing non-reserved positions for other users.

Hours are as follows:

While school is in session:

Monday to Saturday: 24 hours; central air-conditioning provided 8:30-22:00

Sunday and holidays: 24 hours; no central air-conditioning provided

Daily cleaning time: 7:00-8:00

Winter & summer breaks:

Monday to Saturday: 24 hours; central air-conditioning provided 8:30-17:30

Sunday (Holiday): 24 hours; no central air-conditioning provided

Daily cleaning time: 7:00-8:00

4. The research rooms shall be kept quiet and tidy. No noise, food/drinks, or pets are allowed in the rooms.

5. To respect the rights of others, take personal belongings away or place them in personal lockers when leaving your position. Non-reserved positions will be inspected at regular intervals every

day, and position-occupying objects will be removed; no objection shall be raised to this. The College is not liable for the custody of items left at either reserved or non-reserved positions.

6. Several lockers are provided in the research rooms for department/institute users' use. Users are required to clear the lockers and return keys when leaving.
7. These Directions take effect after being approved by the College Affairs Meeting.