

Rules for the postgraduate study room in the Department of Education, National Taiwan Normal University

Adopted 8/18/111

- A. In order to improve the use efficiency of postgraduate study rooms of the department (including the Department of Education, the Institute of Education Policy and Administration, the Institute of Curriculum and Instruction, hereinafter referred to as the Department), and to protect the rights and interests of students, the rules of use are hereby issued.
- B. Subject matter
 - 1. Name-based seats: 32 seats in total, only for full-time postgraduate applicants. Applications, study plans, etc. must be submitted. Seats will be allocated after review by the department.
 - 2. Free seats: including conference tables, bar tables, sofa areas and unregistered individual seats, etc. No application is required. 24hr available to all postgraduates (including in-service students).
 - 3. Lockers (for full-time postgraduate applications, in-service students have separate lockers):
 - i. Personal Iron Cabinets: 135 in total.
 - ii. Two-story system cabinets: 28 cabinets in total. Since they cannot be locked individually, only two users can apply together.
 - iii. Three-layer system cabinet: 14 cabinets in total. Since they cannot be locked individually, only three users can apply together.
- C. Application order
 - 1. Real-name seats:
 - i. The first stage: 12 seats in total. The application materials must be submitted to the department office within the first week after the start of the first semester of each academic year for allocation. If there are less than 12 applicants or qualified applicants, the remainder will be used for the

second-stage application.

- ii. Stage 2: at least 20 seats. Applications must be submitted to the department office within the second week after the start of the first semester of each academic year for review and assignment. Those who have not been assigned in the first phase can also re-apply.

2. Locker:

- i. The first stage: divided into personal iron cabinets, two-story system cabinets and three-story system cabinets, etc. Only for those who have not been allocated name-based seats. Applications must be submitted to the office within the third week after the start of the first semester of each academic year. Wish order allocation. If there are too many people, it will be decided by drawing lots.
- ii. The second stage: all the remaining cabinets in the first-stage. Application can be submitted to the office according to the principles. Those who meet the qualifications will be issued immediately until the application is full.

D. Terms of Use

- i. It is only for graduate students of the department, and non-students from the department are not allowed to enter.
- ii. Please keep your valuables properly. We will not be responsible for any loss.
- iii. Do not stack personal items on other people's seats and free seats. If found, they must be moved directly to the recycling area next to the door.
- iv. Only drinks are allowed in the study room, and please throw away the garbage as soon as possible after drinking to avoid breeding mosquitoes and flies in the study room.
- v. Do not cook.

- vi. Do not use high-energy-consuming electrical appliances that are not directly related to the research, such as electric cookers, stoves , etc.
 - vii. During the epidemic, please be sure to wear a mask when using your seat.
 - viii. Please speak softly so as not to interfere with others' learning.
- E. Precautions for name-based seat users
- i. You may not transfer the right of use to others by yourself.
 - ii. No other person's space or public aisle may be occupied except for assigned seats.
 - iii. Please help to clean the environment of this room . If you find that the free seat has been occupied for a long time, please put the items in the recycling area by the door.
 - iv. QRcode must be scanned on the day of use to confirm the attendance record. If the number of days of use within a month does not reach half, and the attendance rate for more than two months has not reached half, the right to use this application will be cancelled. It will be replaced by the reserve students or changed to a free seat. However, in case of special circumstances, a leave of absence may be requested from the department office.
- F. When you graduate, you must return your keys and clear your personal belongings before completing the school leaving process.
- G. If the key is not returned after the expiration date, the office has the right to open the cabinet and clean it up.
- H. These rules of use are promulgated and implemented after deliberation by the Books, Instruments and Equipment Planning Group of the Department, and the same applies to amendments.

