National Cheng Kung University
Classroom Rules

Passed at the 1st Academic Affairs Meeting, 03.08.2002

1. The classroom rules (hereinafter referred as the rules) are enacted based on the letter # 90163646 sent on November 14th, 2001 from the Ministry of Education to maintain a good learning and teaching environment.

2. The classrooms in each department are for teaching and seminars, unless stated otherwise, and everyone should abide the rules when using them.

3. In order to keep the classrooms in order and provide a good teaching environment, please keep the following rules in mind:
   a. Using telecommunication devices is prohibited in class, and they should be turned off before entering the classroom.
   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 lab.
   e. Writing on facilities, 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.

4. 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.

5. If any facility or equipment is broken, damaged or lost, please inform the maintenance staff or related units as soon as possible.

6. 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.

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

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