

# 亞洲大學宿舍自修室使用規則

- 一、為提供宿舍住宿生一個專屬的自修學習空間，並提昇良好的讀書風氣，於每棟宿舍設置自修室，特訂定本規則。
- 二、開放時間及對象：
  - (一)學期間 24 小時開放，寒暑假不開放；遇有特殊情況時，本校書院與住宿服務組得於公告後變更開放時間。
  - (二)自修室僅限該棟住宿生使用(以下簡稱讀者)。
- 三、空調供應時間：與本校宿舍空調供應時間同步進行。
- 四、請愛惜自修室內公物，保持桌面及環境整潔，禁止私自接用電器用品，以維護公共用電與環境安全；飲料、食物、寵物及危險物品皆不得攜入自修室內。
- 五、行動電話應設定靜音或關閉，並於室外交聽電話。
- 六、讀者應衣履整齊、保持安靜，禁止使用會產生聲音干擾他人之設備，不得有吸菸、喧嘩、亂丟垃圾或其他影響他人權益之行為。
- 七、讀者不得預先佔位，若發現將於十分鐘後清除物品。暫時離座時貴重物品請隨身攜帶，校方不負責保管及遺失賠償責任。讀者入座時，如發現其他讀者遺留物品，請洽宿舍櫃台人員處理。
- 八、使用完畢請將座椅歸回原位，關閉檯燈，維護環境清潔，並將隨身物品與垃圾帶走。
- 九、最後離開自修室之讀者，請關閉冷氣、電燈、電風扇等所有電器。
- 十、如違反本規則，經勸導無效者，宿舍人員得請其立即離開自修室，並依本校學生宿舍生活規範暨實施要點懲處。本規則未盡之事宜，悉依本校書院與住宿服務組相關規定辦理。

## Asia University Rules for the Use of Dormitory Study Rooms

- I. In order to provide residents with a dedicated study space and to foster a positive study environment, study rooms are established in each dormitory.
- II. Opening Hours and Eligibility:
  - A. Study rooms are open 24 hours a day during the academic semester and are closed during summer and winter vacations. In the event of special circumstances, the Residential Colleges and Housing Services Section may adjust the opening hours by the announcement.
  - B. The study room is only for the use of the residents of the building (hereinafter referred to as "Users").
- III. The air conditioning in the study room operates in alignment with the air conditioning schedule of the dormitory.
- IV. Users must care for public property, maintain clean desktops, and ensure a tidy environment. The private use of electrical appliances is strictly prohibited to ensure public electrical safety and environmental security. Beverages, food, pets, and dangerous objects are not allowed in the study room.
- V. Mobile phones must be set to silent or turned off. Phone calls should be answered outside the study room.
- VI. Users should dress neatly and maintain a quiet atmosphere. The use of devices that produce noise is prohibited, as is smoking, shouting, littering, or any other behavior that disrupts others' rights.
- VII. Users may not reserve seats in advance. Items left unattended for more than 10 minutes will be removed. Users are advised to take their valuables with them when temporarily leaving their seats. The University is not responsible for the safekeeping or loss of valuables. If users find unattended items, they should report them to the dormitory staff.
- VIII. Upon finishing, users must return their seats to their original positions, turn off any lamps, and ensure the area is clean. Personal belongings and garbage must be taken away.
- IX. The last user to leave the study room must turn off all electrical appliances, including air conditioning, lights, and fans.
- X. Users who violate these rules and fail to comply after warnings may be asked to leave the study room by dormitory staff. Violations will be handled in accordance with the Guidelines for Dormitory Living Norms and Implementation. Matters not covered by these rules will be managed in accordance with the regulations of the Residential Colleges and Housing Services Section.

