

# **Regulations for Borrowing and Management of Future Classroom at National Taipei University of Education**

Approved during the 98th administrative meeting on September 25, 2013

Approved during the 139th administrative meeting on March 29, 2017

- 一、 In order to effectively utilize and maintain the equipment and environment of the Future Classroom at National Taipei University of Education (referred to as "the University"), and to enhance the overall service quality, the "Regulations for Borrowing and Management of Future Classroom at National Taipei University of Education" (referred to as "these regulations") are hereby established.
- 二、 The Future Classroom, located in Room Y603 of the Tungxing Building, is available for borrowing by university members. Internal users should fill out the Venue Borrowing Application Form and the usage is limited to weekdays during the first to eighth periods. For evening or holiday usage, an additional request should be submitted separately. The availability can be checked on the website of the Center for Teaching and Learning Development.
- 三、 Priority for borrowing the Future Classroom is given to faculty and units within the University. Applicants should submit their requests at least one week prior to the scheduled activity, and a maximum of two time slots can be requested at a time. External organizations or joint activities involving external organizations are subject to the University's venue usage fee standards. However, the Center for Teaching and Learning Development reserves the right to evaluate and approve such requests based on the nature and type of the activities.
- 四、 Due to the complexity and abundance of the equipment in the Future Classroom, in order to ensure proper operation and prolong the lifespan of the equipment, internal users are required to designate a responsible person (e.g., teaching assistants, research assistants, students) who

has received relevant training or watched training videos provided by the Center for Teaching and Learning Development, and who has read the operation manuals before borrowing the classroom. External users should follow the University's regulations and pay the necessary fees, and the Center for Teaching and Learning Development will provide assistance and support accordingly.

- 五、 The equipment in the Future Classroom is public property. Any files or documents stored on the classroom computers that are not in their original locations will be deleted during maintenance. Users should exercise caution and make their own backup of any necessary data. Users are solely responsible for any intellectual property or legal issues arising from the use of the classroom equipment, and the University bears no liability in such matters.
- 六、 The software, hardware, and equipment in the Future Classroom should be used with care. Users are prohibited from altering the settings of the classroom equipment or removing the equipment from the classroom without prior authorization, except for approved projects. Eating or drinking is strictly prohibited in the classroom. The University reserves the right to revoke the borrowing privileges of any individual or group found to be in violation of these regulations.
- 七、 After use, borrowers should restore the classroom facilities to their original state, ensure cleanliness, and close all doors and windows. The classroom key and access card should be returned immediately and verified by the Center for Teaching and Learning Development.
- 八、 These regulations were approved during the administrative meeting and will be implemented upon the approval of the university president.