

National Taiwan University of Science & Technology (NTUST)

Computer Center

Computer Classroom Regulations

Approved at the 57th Meeting of the Computer Committee on December 26, 1996
Amended at the 74th Meeting of the Computer Committee on December 4, 2003
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1. Purpose :

To properly maintain the effective use of the computer practice and teaching environment for faculty, staff, and students, the Computer Center (hereinafter called CC) hereby establishes these Regulations for the management of computer classrooms.

2. Service target :

- (1) Faculty, staff, students, and alumni of NTUST, and faculty, staff, and students of the National Taiwan University System.
- (2) University units and student clubs approved to offer computer-related courses or activities.
- (3) External persons approved for classes, examinations, or official meetings.

3. Service hours :

- (1) Academic days : Monday to Friday 08:30 to 21:30 ; Saturday and Sunday 10:00 to 18:00.
- (2) Summer/Winter Break : Monday to Friday, 08:30 to 16:30; closed on Saturday and Sunday.
- (3) Times may vary during national or consecutive holidays: Any change in the service hours will be announced on the notice board and the website of the CC.
- (4) The computer classroom will not be open one week before the start of school due to hardware and software maintenance.

4. Renting Regulations :

- (1) To protect the rights and interests of faculty and students, borrowing is not permitted for activities unrelated to NTUST.
- (2) Priority for borrowing shall be as follows. Where applications have the same priority, the application with the earlier approval date by the Computer Center shall have priority.

- (1) Semester courses offered by our school's academic units.

- (2) Single-time courses, mid-term exams, and final exams offered by our school's academic units.
- (3) Examinations and seminars organized or co-organized by units within our school.
- (4) Computer-related courses offered by units within our school.
- (5) Training courses and seminars held by student clubs within our school.

(3) Application procedures:

1. For the rental of computer classrooms for the upcoming semester's courses, applications should be submitted starting from the date of the announcement of "Course Planning Matters" by the Academic Affairs Office (excluding mid-term exams and final exams). For other course-related rental purposes, please submit the application at least two weeks before the start of the semester.
2. To borrow a computer classroom, download the "Application Form for Borrowing Computer Classrooms for On-Campus Semester Courses" or the "Application Form for Borrowing Computer Classrooms for Activities by Internal or External Units" from the Computer Center website, complete the required information in detail, obtain approval from the unit supervisor, and submit the paper copy to the Computer Center for processing. If multiple units apply for the same classroom during the same time slot, applications shall be processed in the order submitted by the applying units.
3. Software for semester courses shall be installed before the semester begins. If the required software is not listed in detail on the application form, classroom arrangement or software installation will not be accepted. If software installation is required, submit the "Computer Classroom Software Installation Application Form"; installation will be carried out only after the application has been approved.
4. For semester course borrowing, download and print the borrowing application form from the Computer Center website, obtain approval from the supervisor of the applying unit, and submit it to the Computer Center for review.
5. After the approval of this center, it will be announced on the center's website. If payment is required, please proceed to computer center to obtain the payment form and make the payment at the Cashier's Office.
6. The software used in computer classrooms must be legitimately licensed. Please adhere to intellectual property rights and use authorized software. Trial versions of software should be installed by students themselves during class time. Please submit the application at least two weeks before the start of the semester and verify the installation results before the start of classes.
7. Incomplete or insufficiently filled application forms, or failure to provide software installation information, may result in the rejection of the application by this center.
8. Applicants borrowing computer classrooms for semester courses shall submit applications no later than two weeks before the semester begins and shall clearly indicate the software name and version to be used. If no version is specified, any version will be deemed acceptable. If the application is not submitted by the prescribed deadline, or if the software

used during the semester course is not listed in detail on the application form, classroom arrangement or software installation will not be accepted. The Computer Center will review whether full-semester use is appropriate based on computer usage conditions and course content.

9. Only campus-licensed and legally licensed software for official courses may be installed in computer classrooms. If other free software is required, instructors shall arrange for a teaching assistant or classroom borrower to provide the software for installation two weeks before the semester begins. The Computer Center will then evaluate whether installation will be accepted. Applications submitted after the prescribed deadline will not be accepted.
 10. The number of installed software programs differs among computer classrooms. After a classroom has been assigned, instructors shall arrange for a teaching assistant or classroom borrower to confirm that the software installation environment and hardware environment of the classroom meet teaching needs. Any issues shall be reported to the responsible staff member at the Computer Center before the semester begins so that other arrangements can be made in a timely manner.
 11. For use that does not cover the full semester, if the weeks of use cannot be specified, apply to the Computer Center two weeks before use. The application form may be downloaded from the Download Area on the Computer Center homepage.
- (4) If use is canceled after approval, notify the Computer Center immediately. The Computer Center reserves ultimate authority over computer classroom borrowing.

5. User Term :

- (1) During the use of computer classrooms, it is prohibited to use products (such as software, hardware, and services) that pose a threat to national cybersecurity, including those from mainland Chinese manufacturers. If any device is found to be compromised or hacked, please immediately turn off the power of that device and inform the management personnel for further actions °
- (2) In order to improve the quality of service in the computer classrooms, extend the lifespan of the equipment, and reduce overall maintenance costs, users are required to adhere to the following guidelines :
 - (1) The broadcasting equipment and personal computers are intended for instructional purposes. It is strictly prohibited to independently connect or transfer monitor cables and network cables to personal computer devices, as this may disrupt normal usage.
 - (2) After using the equipment, please ensure to turn off the power and push your chairs in before leaving the computer classroom.
 - (3) Maintain order in the computer classroom by refraining from making loud noises or causing disturbances.

- (4) Maintain cleanliness in the computer classroom and strictly prohibit bringing in food, beverages, umbrellas, or any other items that may cause a mess or damage the equipment.
- (5) Adhere to the laws and regulations regarding intellectual property rights to avoid any activities that infringe upon such rights.
- (6) Avoid browsing inappropriate websites that may lead to cybersecurity incidents.
- (7) Refrain from engaging in behaviors that are unrelated to the purpose of the computer classroom, including:
 - (1) Playing computer games.
 - (2) Sleeping.
 - (3) Damaging or stealing equipment belonging to the center.
 - (4) Occupying more than two computers at a time.
- (8) In order to fully utilize the resources of the computer classrooms, if a teacher borrows the computer classroom for "semester courses" but fails to use it for more than 5 times (including 5 times) in a semester, their borrowing privileges for the next semester will be temporarily suspended.
- (9) Watercolor pens, writing brushes, markers, crayons, technical pens, pigments, watercolors, paint, colored pencils, and other tools that may easily stain desks or computers shall not be used in computer classrooms. Borrowing of the classroom will be terminated after warning.
- (10) Borrowing is not permitted if the class does not involve computer operation.

6. Important Notes :

- (1) Users shall take care of all equipment in the computer classrooms. For any loss caused by a user's personal actions, the user shall compensate the loss at the original purchase cost.
 - (2) If you have any doubts or encounter equipment malfunctions during the use of the computer classrooms, please immediately notify the on-duty personnel for assistance.
 - (3) During the use of the computer classrooms, please take personal responsibility for the security of your belongings.
 - (4) When computer classrooms cannot provide open computer access, the computer equipment in the faculty lounge may be temporarily opened for academic use. On-site registration is required. Use time is counted by class period, and the principle is one seat per person.
 - (5) The computer storage space provided by the center is for temporary storage only. Please make sure to back up important data on your own.
7. This regulation shall come into effect upon approval by the Computer Committee and shall also apply when amended.