

College and Department of Buddhist Studies, Fo Guang University

Study Room Regulation

Subject: The Study Room Regulation (“The Regulation” hereafter) is to ensure a good environment for studying.

1. Time of opening and closing

Opening at 07:30 AM; Closing at 12: 00 PM

Exam week and a week prior to exams (Mid-term and Final-term): 24 hours

2. Reservation

Students of College and Department of Buddhist Studies (“DBS” hereafter) may apply and reserve a carrel. Application is open at the beginning of each semester, and each carrel may be reserved for one semester. The selection for carrels is on first-apply-first-choose basis.

Applications will be processed until all carrels are assigned.

3. Reservation for temporary use

6 carrels are designated for temporary use. Each temporary reservation lasts for one week and is renewable upon re-application.

4. Cleaning and maintenance

(1) Users of carrels must take turns to clean the Study Room. Cleaning should be done once a week and by a team of two.

(2) The last user leaving the Study Room each day must inspect the Study Room and switch off all lights and air-conditioning.

(3) Users of carrels must take turn to remove dehumidifier waste water.

(4) Users of carrels must be sure to switch off air-conditioners and dehumidifiers when the Study Room closes each evening.

(5) Reservation of carrel might be revoked and the user not eligible for re-application for the remaining of the semester in cases of violation of the regulations herein or untidiness of one’s carrel.

5. Energy saving

(1) Use of carrel lamp is encouraged. The ceiling-lights should only be used when the natural day light is insufficient.

(2) Please be considerate. Switch off the ceiling lights at 10:00 pm and use only carrel lamp afterwards. Users sit close to the side of the dormitory must draw the curtains in order to avoid disturbing the residents.

(3) It is recommended that when there is sufficient day-light in the morning, windows should be opened and dehumidifiers switched off for good air circulation. With the dimming of natural day-light in late afternoon, it is recommended to close the windows and switch on dehumidifiers.

6. Food and Drink

(1) Only dry and unscented snacks are allowed.

(2) Food with heavy smell (such as instant noodle or lunch boxes) are forbidden in order not to disturb other users.

(3) Users are responsible of cleaning up one’s own trashes. Never leave trashes or food waste in

the Study Room.

(4) Always use cup-mat for hot drink to avoid damaging table surface.

7. Others

(1) No conversation. Make sure your mobile phone is switched off or in silent mode.

(2) Silent reading. Religious service such as reciting sutra or mantra must be conducted in silence.

(3) Reservation of carrel will be revoked should one seldom use his/her carrel.

(4) Matters regarding to cleaning and maintenance, energy saving, and food & drink as laid out in The Regulation are self-managed by students. Any violation can be reported to the DBS office for proper penalty.

(5) The Regulation may be modified by DBS Staff meeting in cases of matters not included herein.

(6) The Regulation is in immediate effect upon being passed by DBS Staff Meeting and subsequent announcement; the same with any modification.

佛光大學佛教學院

學生自習空間使用暨管理規則

主旨：本院將提供給各位同學優質的學習環境及唸書空間設備，故訂定本規則。

一、開館、閉館時間

開館時間為上午 7:30；閉館時間為晚上 12:00。

考試週(期中、期末)當週及前一週開放全天使用。

二、申請資格及期限

佛教學系學生皆可申請登記。以一學期為單位來計算，每一學期期初須重新再申請一次，座位登記的方式，將依照登記的順序自由選位。

使用期限將依學期初公告登記後至期末考週最後一日。

三、臨時保留位規定

保留臨時座位 6 席，給臨時需要者提出申請，但使用時間以一週為限，期滿可再提出申請。

四、環境維護規定

1. 使用者須輪流打掃。兩人一組，每週打掃一次。
2. 晚上閉館前，須由最後離開人員巡視環境及關閉所有燈光與空調設備。
3. 登記使用者請配合輪值排班倒棄除濕機之廢水。
4. 晚上閉館時，須關閉空調，並開除濕機。
5. 若未遵守輪值排班之規定，個人座位骯髒凌亂，則取消當學期使用權。

五、能源節約規定

1. 盡量多加使用桌燈，若光線不足可開啟室內燈，但盡量只開啟個人所在區域之室內燈。
2. 晚上 10:00 熄大燈，限開桌燈。靠近寮區之座位，晚上 10 點後可拉上窗簾，避免影響寮區內人員休憩。
3. 開閉門窗留意，早晨時分陽光充足時請開窗及關閉除濕機，讓空氣保持流通；傍晚時分，宜關閉門窗並除濕。

六、飲食規定

1. 室內可以飲食，但以乾食、味輕之食物為原則。
2. 禁用食用味道濃郁之食物(如泡麵與便當)，以免影響他人。
3. 凡食用畢，垃圾務必妥善處理及丟棄，不可以滯留於自習室內。
4. 放置熱飲容器於木製桌面時，請務必使用杯墊，避免桌面損壞。

七、其他規定

1. 全館禁語，手機請調無聲。
2. 可做個人定課誦念，但應默讀，不念出氣音。
3. 申請後長期未使用者或甚少使用者，經提出由系辦考量評估可以取消當學期使用權利。
4. 自習空間之環境維護、節約能源、飲食規定之遵守，由學生自治管理，若有違背者可向系辦公室舉發，由系辦公室裁量，做適當處置。
5. 本規定如有未盡事宜經本系系務會議決得隨時修改之。
6. 本規定經本系系務會議通過後公告實施，修改時亦同。