

Wenzao Ursuline University of Languages
Regulations of English Department's Self-Access Learning Space

Implemented with authorization of Dean of College of English and International Studies on Sep,13th, 2013

- I.** The purpose of these regulations for the Self-Access Learning Space (hereafter “the Space”) is to set forth out a regulatory scheme for effective management, use and maintenance.
- II.** The Space is for students to do self-learning, or draw on the resources related to courses from the Space outside class hours.
- III.** Access to the Space is limited to Wenzao students and students and faculty from Southern Taiwan science and technology institutes.
- IV.** The Space is available on a walk-in basis. Students who want to use the Space need to register with their student ID cards and will be seated according to the number given.
- V.** Opening hours (subject to the latest notice):
Mon, Tue ,Wed, Thu and Fri: 10:00am-4:00pm
- VI.** Entry requirements:
1. Any lending or returning of the materials and equipment should be reported to the staff for registration.
 2. Students should take their assigned place. Students may only change their seat with staff permission. Equipment and furniture should be left in its original condition.
 3. Student ID cards are not transferable. Lending and borrowing are strictly prohibited. Violations are subject to a one-month suspension of the privileges of using the Space.
- VII.** Rules of using the Space:
1. Users must be mindful of noise in the Space. Loud talking and games are not allowed.
 2. Cellphone use is prohibited.
 3. Consumption of food and drink is prohibited in the Space. Litter must be cleaned up.
 4. Users should not occupy another user's assigned place or rearrange furniture. Personal belongings should not be left unattended. The institution is not responsible for loss of personal property.
 5. Bags and briefcases may not be brought into the Space. They should be placed neatly at the two sides of the entrance.
 6. English magazines and books should be put back in their original places.

7. Audio-visual materials should be handled with care to avoid damage resulting from scratches.
8. Watching or listening to personal audio-visual materials is strictly prohibited.
9. The Space resources are only to be used in the Space.
10. Staff should be notified promptly when equipment is defective. Users should not attempt repairs.

VIII. Any violation of the regulations listed above will be reported to Office of Student Affairs for further penalties. Damage of the Space environment will mean that those responsible must clean the Learning Resource Center and E-classrooms for a period of not less than one week. Equipment damage will necessitate financial compensation to the original value of the goods.

IX. These rules and regulations have been implemented after being passed by an English departmental meeting and approved by the Dean of English and International Studies. The same will apply in cases concerning amendments and revisions.