

TKU Classroom Regulations

Secretariat Regulation No. 1000000026 (11/22/2011)

Amended in Academic Affairs Meeting (10/19/2011)

Article 1

Classrooms are public venues used for the purpose of instruction. With the exception of teachers who have been granted permission to do otherwise, all students, faculty, and staff must abide by the regulations outlined hereafter.

Article 2

Pets are not to be brought into class and noise must be kept to a minimum. During class time, personal communication devices should be switched off to avoid causing disruption.

Article 3

If, during class, tables and chairs need to be moved and arranged in a different order, they should be returned to their original position at the end of the class to accommodate the following class.

Article 4

Graffiti is strictly prohibited on all surfaces, including tables and chairs, walls, doors, and windows. Whiteboards should only be written on using pens designed for whiteboards. Graphs and posters must not be taped onto blackboards or whiteboards; and at the end of each class, class representatives or students in charge of cleaning classrooms should wipe down the black/whiteboards.

Article 5

The use of portable electric stoves, gas cookers, or other equipment used for cooking food in class (excluding water dispensers) is strictly prohibited. Eating in class is also forbidden, as is littering.

Article 6

If the multimedia teaching equipment in the multimedia classrooms is damaged, destroyed, or broken, the Distance Education Development Section, Center for Learning and Teaching, should be notified. For damage to facilities in specialized classrooms, notify the corresponding office / department. For damage to all other equipment or facilities, contact the Energy Conservation and Space Section, Office of

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General Affairs. At the end of class, please ensure that all windows and doors are closed shut and all electrical equipment switched off.

Article 7

Public property in classrooms should be treated with care. If someone intentionally destroys or damages such property, they will be required to provide compensation in full and will be sent to the Office of Student Affairs to receive a corresponding punishment.

Article 8

In the case of a violation of the above rules, faculty members or university cleaning staff must inform and pass the case onto the Office of Student Affairs, which will then take further action.

Article 9

This set of regulations will take effect on the date of its publication after being passed in an academic affairs meeting and approved by the TKU President. The same applies to any later amendments made.