

Computer Room Management and Charge Method

Soochow University

Approved by Chancellor on November 28th, 1990
Revised by Advisory Committee of our center on January 11th, 2006
Revised by Advisory Committee of our center on March 10th, 2010
Revised by Advisory Committee of our center on June 10th, 2013
Approved by Advisory Committee of our center on June 5th, 2014

Article One This regulation is to define the use of computer room in our computer center (hereinafter our center) and to promote the efficient operation of computer room as well as good maintenance.

Article Two Computer room is mainly for computer related curriculum assigned by Office of Academic Affairs. Two computer rooms from each of the two campuses will be kept for free use during the open hours in order to protect the right of students' using computer.

Article Three Non-free preserved unoccupied computer rooms are open to book, and any unit in our university has the priority right to borrow, external unit the second. Our center reserves the right to change the use of the computer room that is assigned for free use according to the real situation of the use of computer room.

Article Four Computer room conducts pre-book rule, and the application needs to be submitted three working days before using it. Our center preserves the right of permission. Please refer to the following website for further information, <http://estudy2.scu.edu.tw/>, and the booking application is as the following:

1. Internal unit: apply on line; additional activity plan and schedule should be submitted for any purpose outside teaching.
2. Internal student group: complete "student group computer room booking form" and submit it to our center along with activity outline after approved by supervisor and group education center.
3. External people and alumni: complete "computer room booking form" and submit it to our center along with activity outline after approved by supervisor and group education center.

Article Five In order to avoid disturbing teaching sessions during semesters, our center won't install any software in the computer room. Any new software will be installed into software cloud service.

Article Six Internal free usage and discount charge:

1. The teacher and teaching assistant of the subjects announced by the Office of Academic Affairs can book a computer room for teaching purpose. After application, each subject could use the facility for free for no more than one quarter of teaching hours.

2. The main administrative unit and academic unit in the university host non-charge activity for staff and students can book it for free up to 6 hours in total each semester. Non-single class recruiting department can book it for 12 hours in total. Any additional hour beyond free hours will be charge in 30% of standard fee. For education training based on hours which is dealt by HR, it is allowed to book it for free and the free hours will be independent from free hours for each unit.

3. The internal student group which would like to book computer room should link their activity to the promotion of digital services. The limit hour each time will be 3 hours, and each group could book it for free for 6 hours in total each semester. Any additional hour will be charge in 20% of the standard fee.

4. For the subjects announced by the Office of Academic Affairs, it must follow the rule of subparagraph 1 for any classroom booking for actual teaching, but must not book according to the subparagraph 2 or subparagraph 3.

5. For any unit booked for student activity, the booking hour can be independent from unit free hour if they can submit the approval of computer payment receipt from all the participants. There will be extra 6 hours in total for free for each unit at each semester.

6. Free booking hour is limited to the open hours of computer room released by our center. Any booking for non-open hours will be charged according to the discount on subparagraph 2 or 3.

7. Any charged activity hosted by internal unit or student group in the university will be charged in 50% of standard fee.

Article Seven External personnel can book our computer only in the open hours of computer room in summer or winter vacation and at the weekend

during teaching weeks. For any other booking, it will be charged 30% more than standard fee.

Article Eight Alumni of our university can book the computer room the same as the regulation of article seven, it will be charged 80% of the standard fee as booking fee from external personnel.

Article Nine Standard fee and instruction are detailed in “Computer Room Charge Standard”.

Article Ten Any refund, deposit deduction or return, and compensation of any damage will be dealt according to “Soochow University Venue Regulation”.

Article Eleven If the booking won't be fulfilled as the original, the internal unit that books it should inform our center three working days before the actual using day. Our center reserves the right of approving the future booking for this unit if any right of our center damaged by the failure of notification. If it is booked for any untrue situation or any violation of the computer room rule, the booking will be cancelled and the booking unit will be suspended from any booking for that semester. Please respect intellectual property rights, and do not install and download software illegally. If it is found any violation fact, the deposit won't be returned, and the relevant legal responsibility should be taken.

Article Twelve The regulation is approved by advisory committee of computer center and report to chancellor for final decision before releasing and putting it into practice. The same process for revision.

Computer Room Venue Charge Standard

1. Charge Standard:

Computer Facility Maintenance Charge (time interval)	Each Computer	NT\$80
Venue Management Charge (time interval)	45 (below) computers	NT\$2,500
	46~78 computers	NT\$4,500
Cleaning charge (day)		NT\$2,000
Deposit (each time)		NT\$10,000
Single Beam Projector (time interval)		NT\$1,000

2. Quantity, specifications and relevant facility of computer: based on the information on the website of our center.

3. If the change of the charge standard is more than 50%, it has to report to advisory committee of computer center for further approval.

Remark:

1. Each time interval for charge is 4 hours: morning- from 8:00-12:00; afternoon- from 1:00-5:00; evening- from 6:00-10:00. For any booking less than 4 hours, it will be calculated by 4 hours; more than 4 hours, it will be calculated by portion, and for booking less than 1 hour, it will be charged by an hour.

2. White board, microphone and screen will be provided for free of charge.

3. Each classroom will be charged with computer facility maintenance fee, venue management fee, cleaning fee, deposit, and single beam projector charge. Computer facility maintenance fee, venue management fee, and single beam projector charge will be calculated by time interval; cleaning fee will be calculated by day while deposit by time, continue booking will be calculated by one time.

4. If it is requested our center to assist software installation, the installation charge each classroom is NT\$5,000, and it is limited to five different software.

5. Holiday part-time staff charge will be applied according to “Soochow University Venue Regulation”.