

Guidelines of Study Desk Area Management in SPST Student's Study Rooms

1. This guideline is formulated to allow a fair use of the Study Desk Areas for all graduate students.
2. The School Safety Work Team is in charge of the allocation and general management of study rooms.
3. Student's study rooms are located on the C section of 2nd floor through 5th floor. The room numbers are 203 (computation), 204 (pharmaceutical administration), 303, 306, 403, 409, 502, 507. There're 370 work spots in total.
4. The allocation of Study Desk Areas follows the principle of unified planning, on-demand use and priority for graduate students. PhD students have the first priority, followed by Master students. Undergraduates in general can not be assigned a single Study Desk Area. If there are special circumstances that require the use of a Study Desk Area in the study room, an application needs to be submitted to the School Safety Work Team.
5. In accord with the student information provided by the Student Affairs Office, the School Safety Work Team has established a database that will be an important basis for the allocation and management of the Study Desk Areas in study rooms. After the initial allocation according to the enrollment information in each fall semester, the occupation of the Study Desk Area will be dynamically monitored and adjusted on-demand.
6. Free Study Desk Areas resulting from students that finish that become available for reservation of new students of the corresponding research group must be assigned by the School Safety Work Team, and the allocation is dependent on the number of new students joining in the start of the semester.
7. Students must occupy **only** the assigned Study Desk Area provided to them by School Safety Work Team. The policies of safety and economic use of space and of electricity **must** be adhered to. Students assigned to Study Desk Areas have the obligation to inform the School Safety Work Team or School Logistic Team in time for issues including furniture damage, circuit failure, or other such damages.
8. Students are required to keep their study area clean and tidy, with only items necessary for their studies. It is strictly forbidden to collect articles not necessary for study, including trash, empty boxes, etc. Food items are **not** allowed in the study room at all. Students should use the coffee and lunch area on the second floor or campus eating areas.
9. Daily general inspection and irregular cleanliness inspections will be carried out to make sure regulations are being complied with. For occupants who have violated the rules twice and have not rectified the problem after one reminder will lose the work area and the chance for applying for awards and scholarships within that semester.
10. These guidelines shall be implemented as from the release of this document.

SPST Safety Work Team

January, 2021

药学院学生自习室工位管理办法（草稿）

第一条 为科学合理地使用学院学生自习室工位资源，共同营造整洁有序的学习环境，特制定本管理办法。

第二条 学院安全工作小组负责学生自习室工位的使用分配及日常管理。

第三条 学生自习室工位的范围：指 C 区 2-5 层所有自习室，房间号为 203（计算专业）、204（药事管理专业）、303、306、403、409、502、507，共计 370 个工位。

第四条 学生自习室工位分配遵循统一规划、按需使用、在读研究生优先使用的原则。博士研究生有第一优先级，其次是硕士研究生。原则上不给本科生分配单独自习位。如有其他特殊情况需要使用自习室工位的，需向安全工作小组提出申请。

第五条 学院安全工作小组根据学生工作组提供的学生信息，建立自习室工位资源数据库，作为自习室工位分配和安排的重要依据。每年秋学期根据新生入组信息进行初始分配后，对自习室工位的使用进行不定期动态监控和调整。

第六条 毕业生离校后，自习室空闲工位由安全工作小组统一管理，原则上留作该课题组新进研究生继续使用。但如果没有新进组研究生，则空闲工位由学院安全工作小组统一安排。

第七条 使用者根据安排使用工位，爱护公物，必须合理使用空间并遵循用电安全管理准则。对家具、电路故障有及时通知学院安全工作小组或者物业进行维护的义务。

第八条 使用者应保持工位整洁卫生，物品摆放应整洁有序，严禁堆放与学习无关的物品、垃圾、空箱子。严禁在自习室内就餐，就餐请去二层咖啡吧餐饮区或者校园内的就餐区。

第九条 学院安全工作小组对自习位使用情况进行日常检查、提醒，不定期进行卫生检查。对于达两次严重违规、经提醒未有整改的使用者，收回其工位，取消其该学期评奖评优。

第十条 本管理办法自发布之日起执行。

药学院安全工作小组

2021 年 1 月