Announcement of the Faculty of Information and Communication Technology, Mahidol University on services for Computer laboratories, Classrooms, Library, Co-working space (in front of 2nd and 3rd floor elevators), and Senior project room of the ICT Building
Year 2019

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The Faculty of Information and Communication Technology, in accordance with the Faculty Administrative Committee Meeting #17/2019 on 11 June 2019, has set the rules of using the public areas. This aims to serve the students of the Faculty of Information and Communication Technology in using its areas properly, worthily, beneficially, and safely, as follows:

1. Schedule of using the areas of the ICT Building and the air conditioning service for computer laboratories, classrooms, library, co-working space, and senior project room.

Service Period	Area	Area Time	Air-conditioning Time
1. Regular teaching and learning	1.1 1st floor: Lab IT104	08:00 a.m. – 06:00 p.m.	08:00 a.m. – 06:00 p.m.
	1.2 1st floor: Lab IT102, IT103, IT106	09:00 a.m. – 06:00 p.m.	Follow the class schedule
	1.3 2nd floor: in front of the elevator	07:30 a.m. – 08:00 p.m.	12:00 p.m.–08:00p.m.
	1.4 2nd floor: library	09:00 a.m. – 07:00 p.m.	12:00 p.m.–07:00p.m.
	1.5 2nd floor: corridor in front of the room of the Buddha image	08:00 a.m. – 07:00 p.m.	Follow the meeting schedule with an instructor
	1.6 2nd floor: IT204, IT212	08:00 a.m. – 05:00 p.m.	Follow the room booking request when approved
	1.7 3rd floor: Zone A and B classrooms (not in the class schedule)	08:00 a.m. – 05:00 p.m.	Follow the room booking request when approved
2. Midterm and final examination	2.1 1st floor: Lab IT104	08:00 a.m. – 06:00 p.m.	08:00 a.m. – 06:00 p.m.
	2.2 1st floor: Lab IT102, IT103, IT106	09:00 a.m. – 06:00 p.m.	Follow the examination schedule
	2.3 2nd floor: in front of the elevator	04:00 p.m. – 10:00 p.m.	04:00 p.m. – 10:00 p.m.
	2.4 2nd floor: library	04:00 p.m. – 10:00 p.m.	04:00 p.m. – 10:00 p.m.
	2.5 2nd floor: corridor in front of the room of the Buddha image	04:00 p.m. – 07:00 p.m.	Follow the meeting schedule with an instructor
	2.6 2nd floor: IT204, IT212	Out of service (examination area)	Out of service (examination area)
	2.7 3rd floor: Zone A and B classrooms (not in the class schedule)	Out of service (examination area)	Out of service (examination area)
3. Senior Project	3.1 1st floor: Lab IT105	Service on working days and public holidays. Mon.-Fri. from 8:00 a.m.– 9:00 p.m.	Follow the Senior Project Room announcement
	3.2 2nd floor: IT202, IT203	Sat.-Sun. from 8:00a.m.–6:00 p.m.	

1. Instructions for using the computer laboratories, classrooms, co-working space (in front of 2nd and 3rd floor elevators), library, and Senior project room.

   2.1 The computer laboratories on the 1st, 2nd and Senior project rooms

   - Students are required to wear student uniform or polite clothes with the student strap when entering into the room
   - We would like to ask for cooperation **not to bring** food or drink (drinking water or a cup/bottle with a secured lid being the exception) into the room

   2.2 Co-Working Space on 2nd floor and the library

   - Students are required to wear student uniform or polite clothes with the student strap when entering into the room.
   - We would like to ask for cooperation **not to bring** food or drink (drinking water or a cup/bottle with a secured lid being the exception) into the room
   - We would like to ask for your cooperation **not to reserve** any area as it is considered a public space sharing with others.

   2.3 Classrooms on the 2nd, 3rd and the area of the 3rd floor

   - Students are required to wear student uniform or polite clothes with the student strap when entering into the room.
   - We would like to ask for cooperation **not to bring** food or drink (drinking water or a cup/bottle with a secured lid being the exception) into the room

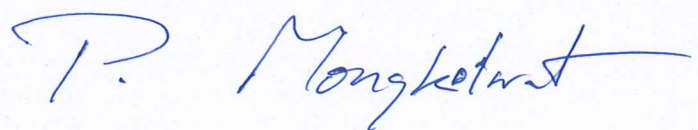   In case a person breaks the rules, the Faculty of ICT will consider

   1. giving a warning

   2. not allowing the rule breaker to enter the area for at least 1 week

   The punishment will be co-considered by the Deputy Dean for Resources Administration, the Deputy Dean for Academic Administration and Graduate Studies, and the Deputy Dean for Engineering and Systems.

   In case of any other necessary use not indicated in this announcement, the consideration shall be left to the discretion of the Deputy Dean for Engineering and Systems.

   This announcement is effective starting from now onwards.

Announced on 26 June 2019

(Dr. Pattanasak Mongkolwat)

Dean

Faculty of Information and Communication Technology,

Mahidol University