

# LEARNING COMMONS

## 1 MISSION

The Learning Commons strives to facilitate students' individual, collaborative and interactive learning through the provision of a conducive and user-friendly environment.

## 2 OPENING HOURS

Opening hours of the Learning Commons are adjusted from time to time to accommodate users' needs. Please refer to the website (<https://learningcommons.hkbu.edu.hk>) for latest information.

## 3 ELIGIBLE USERS

- 3.1 All students and staff members of Hong Kong Baptist University are eligible to access the Learning Commons by presenting their physical or electronic student/staff cards at the entrance gates.
- 3.2 Students include those who are registered under the following programmes conferred by Hong Kong Baptist University:
  - associate degree programme
  - exchange programme
  - higher/postgraduate diploma programme
  - postgraduate degree programme
  - undergraduate degree programme
- 3.3 Student/staff cards are the only valid identification for entering the premises. Access rights are subject to the validity of data from the access control system. Users should approach departments which are responsible for issuance of cards for any access problems.
- 3.4 Users have to present their valid physical or electronic student/staff cards upon request.

## 4 GENERAL RULES

- 4.1 The use of the Learning Commons and its facilities and equipment is for studying and learning. Seats are available on a first-come-first-served basis.
- 4.2 Smoking and gambling are strictly prohibited.
- 4.3 Staff of the Learning Commons or campus security shall have the final decision in the allocation of rooms/space/facilities should there be any dispute between users.
- 4.4 Reservation of seats is not permitted. Please do not leave your personal belongings unattended. Staff of the Learning Commons or campus security reserves the right to remove any unattended items. The University will not be responsible for any loss or damage of personal property.
- 4.5 The premises, including all equipment and furniture, must be kept clean. Furniture

must be reinstated to its original position after use.

- 4.6 Any damage/malfunction of furniture, equipment or fixtures should be reported immediately. In misuse or negligence cases, users will be liable for the cost of repair and/or replacement.
- 4.7 Prior approval must be sought for use of photographic equipment such as cameras, audio and video players in the premises. Users must submit the completed Application Form at least five working days prior to the proposed filming date and comply with the Guidelines on Use of Photographic Equipment.
- 4.8 During revision and examination periods, group study rooms and large seminar rooms may be open for self-study.
- 4.9 Staff of the Learning Commons or campus security reserves the right to patrol all areas including study rooms in use, and requests any persons to provide identification. Those who have infringed the rules or interfered with the comfort or convenience of other users will be asked to leave the premises.
- 4.10 Users must observe all rules and regulations. Any breach of rules/regulations may lead to cancellation of bookings, and/or suspension of access/booking facilities.

## **5 CONDUCT OF USERS**

- 5.1 The rights of other users must be respected.
- 5.2 Voices should be kept at a reasonable level that does not cause disturbance to others. Personal mobile devices are recommended to be put on silent mode.
- 5.3 In the use of photocopiers, printers, scanners, audio-visual materials and computer software, copyright law must be observed.
- 5.4 Reproduction or duplication of audio-visual materials or computer software is strictly prohibited.
- 5.5 Users should comply with the policies and rules stipulated by the Learning Commons, and with the University Standards of Conduct. Failure to comply with these Standards will result in penalties and/or University disciplinary action.

## **6 RULES FOR USE OF COMPUTER EQUIPMENT**

- 6.1 Computer facilities are provided for educational purposes only.
- 6.2 The use of computers is on a first-come first-served basis.
- 6.3 Reservation of computers is not permitted. Computers in the Learning Commons left idle for 15 minutes will be automatically logged out and released for use by other users. The University will not be responsible for any loss of data.
- 6.4 Users with only printing needs are given priority to use the computers designated for printing. Each usage time should not exceed 15 minutes.
- 6.5 Sharing computer accounts is not permitted and users assume sole responsibility for the use of their accounts.
- 6.6 Users are held responsible for any consequences arising from illegal uploading, downloading or copying of copyright-protected materials (such as music, videos and software).
- 6.7 Should there be any loss or damage to the equipment due to improper operation, or

intentional acts of vandalism act, the user(s) responsible will be liable for the cost of repair and/or replacement.

## **7 FOOD AND DRINK POLICY**

- 7.1 Only non-alcoholic drinks are allowed in the Learning Commons. Users should keep the environment clean and dispose of any litter properly.
- 7.2 Food is not allowed anywhere in the Learning Commons.
- 7.3 Staff of the Learning Commons or campus security reserves the right to determine whether a beverage item is appropriate for consumption in the Learning Commons.

## **8 PROTECT YOUR PERSONAL BELONGINGS**

- 8.1 Do not leave valuable items such as wallets, mobile devices unattended. All personal belongings are left at the owner's risk.
- 8.2 The University will not be responsible for any lost or stolen items.
- 8.3 Items left unattended may be treated as "lost and found" items and removed by staff of Learning Commons or campus security.

## **9 LOST AND FOUND**

- 9.1 All found items shall be returned to the Reception Counter.
- 9.2 All unclaimed items including items mentioned in 8.3 and 9.1 will be sent to the Security Control Rooms on the following working day.

## **10 GENERAL RULES FOR GROUP STUDY ROOMS / LARGE SEMINAR ROOMS**

- 10.1 Users must comply with all rules and regulations of the Learning Commons.
- 10.2 Transfer of bookings is not allowed.
- 10.3 All rooms must be vacated before the closing of the premises.
- 10.4 Users are responsible for keeping the rooms clean and in order.
- 10.5 Please turn off the lights and any other equipment after use.
- 10.6 Bookings will be automatically cancelled when Tropical Cyclone Warning Signal No. 8 or above is hoisted or Black Rainstorm Signal is in force.
- 10.7 Group Study Rooms (AAB Rooms 401A – 401E, 401G-H; 401J; 402B – 402H; 402J; FSC Rooms 601A)
  - 10.7.1 Group Study Rooms are open for bookings by students for academic purposes, such as group discussion of projects and assignments or by staff to facilitate student learning. Regular teaching and tutorial sessions should be conducted in classrooms.
  - 10.7.2 Eligible users may book the Group Study Rooms for the next three working days. All bookings should be made online via the Venues and Facilities Booking System (VFBS) in advance.
  - 10.7.3 Each room can be reserved by a group with a minimum of 3 users in FSC and AAB-Our Zone, or 5 users in AAB-My Zone; or individual user for interview purposes (job application, scholarship application and further

studies admission interviews). Each user can book up to 4 sessions per day. Each session lasts for 30 minutes, and can be renewed via the online system for another session, subject to the availability.

- 10.7.4 Walk-in user groups may book a group study room under the condition that the room is available. Walk-in booking will not be counted towards the reservation quota of each user.
- 10.7.5 Applicants must show up during the booking period.
- 10.7.6 All users must leave the room after the reservation period expires.
- 10.7.7 Staff of the Learning Commons or campus security reserves the right to inspect the rooms even if they are in use.
- 10.8 Large Seminar Rooms (AAB Rooms 402K, 402L & 402M)
  - 10.8.1 Large seminar rooms are open for bookings by department or registered student organisations for holding meetings, workshops and large-scale seminars. Applicants should follow the maximum seating capacity for each room.
  - 10.8.2 Applications must be made via the Venues and Facilities Booking System (VFBS) at least 7 days, but not more than 45 days, in advance.
  - 10.8.3 Guest speaker(s), if applicable, must be accompanied by the staff or student in-charge.
  - 10.8.4 Student organisations should comply with the guidelines stipulated in the [Manual for Student Activities](#) as appropriate.

## 11 SANCTIONS FOR BREACHES OF RULES AND REGULATIONS

The Learning Commons strives to facilitate student learning through the provision of a user-friendly environment. To that a favourable atmosphere is maintained in the Learning Commons, users must observe all rules and regulations. Any breach of these rules and regulations may result in cancellation of bookings, and/or suspension of user privileges for access/booking of facilities.

- 11.1 Users who fail to adhere to the rules and regulations will be issued a warning letter, specifying the misbehaviours involved.
- 11.2 If a user is found to have misbehaved for a second time, they will be served with a suspension letter. He/she will not be allowed to access the Learning Commons (both AAB & FSC) for **14 days**.
- 11.3 If a user is found to have misbehaved for a third time, the privileges of the user will be suspended for **one month**.
- 11.4 If the misbehavior continues thereafter, the case will be reported to the user's Office/Department for record and/or to the Office of Student Affairs for disciplinary actions.