

# Rules for the Computer Room (Econ Gradstudents)

## General Information

Location	#E-E-209-1 (2nd Floor of East Zone 2)
Opening hours	Weekdays 9:00 – 17:00 The entrance door is locked after hours, during summer vacation, and on the holiday season. The key can be checked out as mentioned below.
Facilities	8 Windows PCs 3 black-and-white & 1 color printers Installed software: Microsoft Office, Eviews, STATA, SPSS, LaTeX, etc.
HP (In Japanese)	<a href="https://www.econ.kyushu-u.ac.jp/~cpr/">https://www.econ.kyushu-u.ac.jp/~cpr/</a> (on campus only) <a href="https://sites.google.com/view/keizaipcroom/">https://sites.google.com/view/keizaipcroom/</a> (for information such as closing periods)
Contact	Computer management office en-support@econ.kyushu-u.ac.jp ext 5530

## What you should know

- Submit “Application for Use the Computer Room” for the following cases:
  - for the first time to use the computer room;
  - changing your position, e.g., master’s program to PhD program;
  - changing your supervisor.
- Place the university photo ID on the desk with the photo side at the front.
- People who have not borrowed the key should leave immediately after opening hours end.
- The number of pages to print for a semester is limited to:
  - 400 pages for master’s students and +200 pages for the semester just before graduation
  - 600 pages for PhD students
- The following is prohibited:
  - copyright and patent infringement, invasion of privacy, contrary to public order and morals, and usage of P2P software;
  - security hazards such as keeping passwords in public;
  - profit acts and political and religious activities;
  - game, chat, and private talks.

## How to check out the key

- Submission of an application form and a photocopy of the student ID is required. The photocopy should be verified with the actual ID.
- A key can be checked out only for a necessary period. The maximum period is one week.
- An extension can be done only once, and only if the person who has checked out the key comes to the office with their student ID. Both the ID and the key need to be shown.
- A key can be checked out again after the first extension in the following manner.
  - The key should be returned by 10:00 on the last day of the extension period, and a new application form needs to be submitted after 15:00 on the same day.
- If the rules are not kept, the person is not allowed to borrow the key for one month at least. This will be reported to your supervisor as well.
- Contact the management office immediately if you think you have lost the key.