

A 、 Public space / Affairs:

1. If you need to use prayer room/ recreation room 208, ask the permission from Miss Yang first to get the key for entrance.
2. **Do not** wash your feet in the sink.
3. **Do not** put your personal items on the public areas.
4. **Do not** pour the waste into the sink.
5. Clean up the microwave and public areas after cooking or heating. The microwave on the 3rd floor must be cleaned immediately after use, so that the next user has a clean environment.

B 、 University affairs:

1. Please install anti-virus software into your computer before going online.

C 、 Departmental Affairs:

1. Survey on the Education goals/core abilities training of the graduate program
2. Change from Lab (A) to Lab (B).
3. Scholarship: OIA + Department + Professor's grants + others
4. Course requirements
5. Use of the instruments
6. Safety

D 、 Q & A

Q1 : We also should consider the microwave on the 3rd floor. I think it is better that put them near the sink, and also put a cloth tissue beside the microwave so that everyone could clean them more easily and conveniently.

A1 : Put a paper tissue beside the microwave. So can use Paper tissue clean them.

Q2 : I suggested that it would be better if important information could be shared in English.

A2 : You can copy the letter to Google Translate.

Q3 : Since the water fountain in 4th is broken right now, is department try to fix it or going to remove the water fountain?

A3 : I n 4th water fountain in maintenance.

【Notes】:

- ※ Do not throw the anything (Including toilet paper and sanitary napkins, etc.) into the toilet. Please take the appropriate amount of toilet paper.
- ※ Lock your bicycle.
- ※ Leave your personal mailbox to Ms Yang to avoid missing message/letters.