



## Studio Culture Agreement of Wenzhou-Kean University

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### Background

The Michael Graves School of Architecture and Design Studio Culture Policy is dedicated to creating the best educational experiences and design environment for every School of Architecture student. The Michael Graves Architecture Studio space is a place of learning and research that is designed to stimulate intellectual and social interaction among students, faculty, staff, and guests. Undergraduate and graduate students from Architecture, Interior Design, Graphic Design, and Industrial Design degree programs work side-by-side to foster a context of interdisciplinary exploration, innovation, and collaboration.

### Fundamental Values

- Respect: Faculty members have the right to expect that each student will value, and thus benefit from, the diversity afforded by each classmate. These opportunities include differences in cultural history, formal education, ideas, religious beliefs, and experiences.
- Be Mindful of your Coworkers and Colleagues: Be respectful to those around you to avoid havoc of any kind. The studio is a family-orientated environment. Over time, you will be adapted to each other and the workplace, as if it is your home. As per your colleagues, treat others with respect and with hospitable gestures.
- Academic Integrity: It is expected that all students in the School of Architecture will abide by both the Wenzhou-Kean University Code of Student Conduct and Academic Integrity Policy.

### Current Building Use Status

Architecture Studio:  
Year 1: E402, E412  
Year 2: E408, E410  
Year 3: F417  
Year 4: F517  
March: E502

Graphic design Studio:  
Shared space: F507-F511, F501, E520

Interior design: E520, E508-512

Industrial design:

Shared space: F401, F407, A104

Design fundamental:

Shared space:, F407-411

Pin-up space: (Reservation is required)

Shared space: F309, E310, E308

Shop:

B104, B106, B108, E418

## Policy

The studio is a professional workplace – it should be treated as such. While the Department of Architecture provides every student enrolled in a studio course a designated place in the appropriate studio, this is a privilege, not a right, and the following rules must be followed.

### • **General Conduct:**

- The studios are reassigned every year. It's the student's responsibility to manage the assigned space. At the end of the academic year, students should hand over the studio cleaned and have taken back their works and their belongings. Any items left in the studio in summer will be disposed of (That includes the cabinets and the shelves).
- Only students officially enrolled in a studio or designated classes taught in the MGC are permitted in the studio. Students can only use the assigned studio space.
- All active workstations in the studio must have the name of the student occupying the station must be prominently displayed.
- All students enrolled in an architectural design studio are provided with drawer or locker space. At the end of each term. Otherwise, the cleaning fee will be charged 200rmb/per station.
- Proper use of studio space is expected. Students are responsible for all costs incurred for painting and/or repair. Misuse of space will result in the loss of studio privileges, and further punishment.
- It is the student's responsibility that all materials are removed from pin-up rooms, atrium, shared space, public corridors, lobbies, stairs, or other paths of egress after the class or the time assigned.



- Students are responsible for the good maintenance of the studio energy and safety usage: light and air conditioning should be TURNED OFF , doors should be closed when you are the last one leaving the studio.

• **There shall be NO:**

- Discrimination:

In this respect, the Michael Graves School of Public Architecture shall prohibit any discrimination and guarantee to all persons equal and effective protection against discrimination on any ground such as race, color, sex, language, religion, political or other opinions, national or social origin, property, birth or another status.

- Alcoholic Beverages, Drugs, or Smoking / Vaporizers:

The Building Wenzhou-Kean University is a dry campus. The use of alcoholic beverages on campus is strictly not allowed and will be followed up with disciplinary action. Smoking in studios including cigarettes, vapes, hookahs, etc. Any device admitting smoke or vapor. It is disruptive and inconsiderate. Please go outside of the building to partake in your smoking recreation time.

- Stealing/Confiscating, or Damaging Other's Materials/Projects:

Make sure to label your belongings; personal objects, tools, works, etc. Michael Graves College is not responsible for the loss or damage of one's items. Placing personal belongings, objects, tools, and works besides the designated studio without the college's permission, or occupying other people's rights or public space is strictly not allowed may result in further punishments.

- Horseplay during the time at which students are focusing or working on projects:

This includes playing, loud noises, screaming, loud music, video gaming, tackling, etc. The disturbance and corruption of one's work may result in further punishments.

- Barefoot, Socks, Half, or Whole Nudity:

You need proper footwear when you are in the studios or the building, and for your safety. We understand that studio may feel like your home away from home, but this is a professional workplace. There is a serious hygienic issue when proper foot attire is not being worn. Clothing must be worn at all times.

- Leftover Food & Beverages:

Each student should not leave something that can eventually create a foul odor in the environment or bring in unwanted critters. Eating is prohibited in studio.

- Spray Painting inside of the Ge Hekai Hall:

Spray Painting should be done outside of the building or away from the site of Ge Hekai Hall. Sprays, permanent stains, washes, etc. should be used with a reliable tarp. Whether a team of students or the individual is working on a project, you will be sentenced to further punishments doing so. Be mindful of where you are spraying; do not spray in: entrances, exits, parking lots, bathrooms, halls, classrooms, desks, studios, etc.

- Hazardous Chemicals or Fires in the building:

Be mindful that there are other people in the studios and the building. The following items are strictly prohibited: candles, electronic diffusers, waxes, scented oils, incense, primers, epoxy, etc. If it has a "danger" warning on the object you are going to use and it says that it needs proper ventilation, DO NOT USE IT IN THE BUILDING.

- Do not put bed in the studio.



- No prohibited items:  
Prohibited items will be confiscated and recorded in the file.

• **Time Management**

Time management is paramount to a learning and professional working environment. The department supports its students and faculty in leading healthy, balanced lives, as well as having regard for each other's well-being. Each student works differently but should strive to work intelligently and efficiently, not necessarily longer. In the studio, students are expected to be present during the entire studio period. Working late should neither be romanticized nor be an indication of productivity.

Hours of operation: 7 A.M. - 23 P.M. (During the teaching semester)  
If you need to use the studio outside the designed hours, you must apply to the MGC office one day in advance.

Rules to be followed *after* designated Studio Hours:(In addition to building management policy)

- You must enter the studio before 23:00 and present your appointment record to the building manager on duty for checkout.
- Do not 'prop' the door or open the door for others. The Police are able to open the doors physically and electronically.
- Do not visit studio that isn't designated. \* Workstations that haven't been assigned will be shared as night working stations for Design students.
- Students are responsible for saving building energy.
- Sleep overnight in the studio or engaging in non-academic related activities is prohibited.

**Policy Violations**

Students who violate studio culture policy may receive a grade of "Incomplete" until the behavior improves. Each violation has a cumulative effect, and a person's previous violations during the semester, as well as the previous semester, will be considered when sanctions. The university reserves the right to contact parents when students commit violations repeatedly or seriously.

\*\*\*\*By signing this I agree to abide by all rules listed above and to accept whatever consequences to come forth if I break any rules. \*\*\*\*

Studio: \_\_\_\_\_ Seat: \_\_\_\_\_

Student ID: \_\_\_\_\_

Print Name X \_\_\_\_\_

SIGN X \_\_\_\_\_

DATE X \_\_\_\_\_



## 温州肯恩大学工作室文化协议

- 背景简介
- 基本价值观
- 建筑使用现状
- 葛和凯楼使用规则
- 违规处理

### 背景介绍:

迈克尔格雷夫斯建筑学院工作室文化政策致力于为建筑学院的学子们提供良好的教育体验，营造宜人的设计环境。迈克尔·格雷夫斯建筑工作室作为一个学习和研究的空间，旨在激发学生、教职员工和受邀嘉宾之间的思想交流和社交互动。建筑学、室内设计、平面设计和工业设计专业的本科生和研究生携手并肩工作与学习，从而促进跨学科探索、创新和协作。

### 基本价值观:

- 尊重：教职员工希望每位学生都重视并受益于身边同学所提供的多样性，这些多样性包括文化历史、教育程度、思想、宗教信仰和个人经历差异。
- 关注同伴：尊重周围的同伴，禁止任何形式的破坏。工作室作为一个以家庭为导向的环境，加班加点地工作学习是常态，学生需适应彼此，并以爱护“家”的态度对待工作室、以尊重和热情的态度对待他人。
- 学术诚信：学院的全体学生都应遵守温州肯恩大学学生行为准则和学术诚信政策。该政策指出，“保持高标准的学术诚信是温州肯恩大学社区所有成员——学生、教职员工、管理人员和理事会成员的义务和期望。”

### 葛和凯楼功能房分布:

#### 建筑工作室:

- 一年级：E402, E412
- 二年级：E408, E410
- 三年级：F417
- 四年级：F517
- 研究生：E502

平面设计共享工作室：F507-F511, F501, E520

室内设计共享工作室：E520, E508-512

工业设计共享工作室：F401, F407, A104

设计基础共享工作室：F507-F511

评图空间：（需在RB系统预约后使用）

共享空间：F307, F309, E310, E308

摄影棚： B202（需在RB系统预约后使用）

工坊：B104, B106, B108, E418

#### **葛和凯楼使用规则：**

工作室是一个专业的工作场所。虽然建筑系为每一个报名参加工作室课程的学生提供了在相应工作室的指定位置，但这是一种特权，不是一种权利，所有同学必须遵守以下规则：

#### **• 通用守则**

- 工作室每年都会重新分配。管理所分配到的空间是学生的责任。学年结束时，学生应将工作室打扫干净，并取回他们的私人物品。夏季留在工作室的所有物品都将被处理掉。
- 只有在 MGC 注册相关课程的学生可以进入工作室。学生只能使用指定的工作室空间。
- 各同学需要在工作室各自桌子上的显眼处标注名字。
- 所有参加建筑设计工作室的学生都有抽屉或储物柜。在每个学期结束时应当及时清理。否则，将收取 200 元/每位的清洁费。

- 学生应当妥当使用工作室空间，如有任何损坏，学生要负责所有维修的费用。
- 学生有责任在课后或指定时间内，将所有材料从中庭、共享空间、公共走廊、大堂、楼梯或其他出口处等公共空间移走。
- 学生有责任节约工作室能源使用，并以安全的方式使用：最后一个离开工作室的需关闭门窗以及电源。

### • 禁止行为

- 歧视：

迈克尔格雷夫斯建筑学院禁止任何歧视，并保证所有人平等且有效地免受基于任何理由的歧视，例如种族、肤色、性别、语言、宗教、政治或不同见解、国家或社会出身、财产、出生或其他身份。

- 酒精饮料、毒品或吸烟/汽化器：

严禁在校园内饮用酒精饮料，如有违反者将受到纪律处分。禁止在室内吸烟，包括但不限于：香烟、电子烟、水烟袋等。

- 禁止窃取、损坏他人的材料和作品：

学生应确保个人物品和工具、作业作品上已标注姓名，并做好个人物品管理，学院对个人物品的遗失或损坏概不负责。对于未经学院许可，随意在规定工作室以外区域放置人物品、工具和作业作品，或占用他人或公共空间的情况，在多次提醒后仍未能改正的将受到惩戒。

- 禁止在学生集中精力或进行项目工作的时间内玩耍：

禁止在其他同学专注工作的时候进行例如大声喧哗、玩耍、尖叫、外放音乐、玩电子游戏、打球等等影响他人的行为，如有违反者将受到惩戒。

- 禁止赤脚、穿袜子、半裸或全裸：

学生在工作室里应穿鞋行动，尊重专业学习工作场所，禁止出现严重的卫生问题，并注重恰当着装。

- 禁止在工作室内饮食和存放残余食物、饮料。

- 禁止在葛和凯楼内喷漆：

学生给作品喷漆应在建筑物外进行，否则将会受到处罚。在操作喷雾剂、进行漂洗等可能产生永久性污渍的行为时都应使用可靠的篷布做好环境保护。严禁在入口、出口、停车场、卫生间、大厅、教室、书桌等处所喷漆。

- 禁止大楼内存放危险化学品或易燃物体：

学生严禁使用以下物品：蜡烛、电子香薰、蜡、香油、熏香、底漆、环氧树脂等。对于已标注“危险”警告，并提示需在通风良好处使用的物品，是严禁在大楼内使用的。

- 禁止把床放在工作室内。

- 不得使用违禁物品：

违禁物品将被没收并记录在案。

### • 时间管理

时间管理是学习和专业工作环境的首要条件。本系支持倡导健康、平衡的生活。每个学生都有不同的工作方式，但应该做到高效地工作。熬夜学习并不代表高效，熬夜行为也不应当被美化。

工作时间:上午 7 点至晚上 23 点（在教学学期内）。如果你需要在上课时间之外使用工作室，必须提前一天向 MGC 办公室申请。

**工作室指定时间后的使用期间应额外遵守的规则：**

- 你必须在 23 点之前进入工作室，并向值班楼管出示你的预约纪录进行核销。
- 禁止代他人开门。
- 不要去非指定工作室。\*E402及E502内没有被分配的工作位将作为设计专业学生的共享夜间工位。
- 学生有责任节约好工作室的能源，并且以安全的方式使用：最后一个离开的人应当关闭门窗和电源。
- 禁止夜间在工作室留宿或开展与学业无关的活动。

### • 违规违纪处理

凡是有违反工作室文化条例的行为的学生都可能在学业评分中被评为“未完成”，直至行为得以改善。违纪行为具有累计效应，被指控学生以前的违纪行为将作为决定处罚的考虑因素之一。当学生屡次或严重违纪时，学校保留通知其家长或监护人的权利。

\*\*\*\* 通过签署此文件，我同意遵守以上列出的所有规则，并接受任何违反规则的后果。\*\*\*\*

工作室： \_\_\_\_\_ 工位： \_\_\_\_\_

学号： \_\_\_\_\_

姓名（打字）： \_\_\_\_\_

签名（手写）： \_\_\_\_\_

日期： \_\_\_\_\_