National Cheng Kung University Department of Environmental Engineering Regulations for Access Card Management of the Department Building

Approved at the 198th Department Affairs Meeting on September 18, 2002
Revised at the 299th Department Affairs Meeting on June 1, 2011

Article 1
To ensure the safety of the faculty, staff, and students, as well as the protection of instruments and property, these Regulations for Access Card Management are hereby established.

Article 2
During non-office and non-class hours, access to the department building shall be controlled, and entry or exit shall only be permitted through designated passages with an access card. Other public-controlled areas shall also require an access card for entry.

Article 3
Regulations regarding application, use, and management of access cards:

1. Each faculty and staff member (including part-time faculty) shall be issued one access card. Full-time faculty members may be issued one additional spare card, which they are responsible for keeping.
2. Full-time research assistants of the department (including postdoctoral researchers) who hold an official employment approval issued by the university or by the NCKU Research and Development Foundation, or who provide a certificate of reappointment from a faculty member (for joint research projects with other units, proof of management fee allocation to this department must be attached), may apply for an access card.
    - ✧ Those whose employment contracts have expired and are not renewed shall have their access card privileges revoked and must return the card.
    - ✧ Full-time research assistants who do not meet the above criteria may apply for an access card by submitting a certificate issued by their supervising faculty member (stating the employment period) and paying a deposit of NT$500. The deposit shall be refunded upon return of the card at the end of employment.
3. Undergraduate and graduate students may apply for an access card with their student ID upon registration. Graduating students or those leaving the university for other reasons must return the card to complete the departure procedures.
4. In other exceptional cases, the Department Chair may approve the issuance of an access card, valid for no more than one month per approval.

Article 4
Access rights of cardholders shall be set according to the designated purpose of use for each space in the department building.

Article 5
Cardholders are strictly prohibited from duplicating or lending their access card to others. Violations will result in the cancellation of access rights. In case of loss, the cardholder shall purchase a replacement card at their own expense and reapply for registration.

Article 6
Anyone who deliberately tampers with the access control system, thereby impairing or turning off its function, shall have their access rights revoked and be subject to disciplinary action in accordance with university regulations.

Article 7
These Regulations shall be implemented upon approval by the Department Affairs Meeting, and the same procedure shall apply to any amendments.