

國立中央大學科學五館門禁管理辦法

Access Control Measures for Science Building 5 at night,

Department of Life Sciences, NCU

99.09.27 空間及公共安全委員會制定
99.11.30 系務會議核備通過
100.01.03 空間及公共安全委員會修訂
100.01.04 系務會議核備通過
106.05.23 系務會議修訂通過

111.02.18 空間及公共安全委員會修訂
111.02.22 系務會議核備
112.06.14 空間及公共安全委員會修訂
112.06.20 系務會議核備

一、需通過科五館門禁管制者，必須申請門禁許可。

People who need to enter the Sciences building 5 must apply for the entrance permit.

二、填寫申請單時請注意以下事項：

Please pay attention to the following matters when filling in the application form.

1. 確實填寫申請單基本資料欄中之各項資料。

Complete the basic personal information in the application form.

2. 請填寫工整清楚，避免資料輸入鍵檔錯誤。

Please fill in the handwriting clearly and clearly to avoid input and file errors..

三、申請製卡及收費、退費（負責單位：生命科學系辦公室）

Entrance Card Application fees (in the charge of Department of Life Sciences)

1. 生科系、認知所以及辦公室在科五館的生醫系教師及學生，可以中大教職員證、學生證或悠遊卡經申請後設為門禁管制卡，不需繳交費用。非中大教師及學生申請製卡，可以本人之悠遊卡辦理門禁卡，於申請核可後開通權限。

Faculty and students of the Department of Life Sciences, the Institute of Cognitive Sciences, Department of Biomedical Sciences whose offices are located in Section 5 can use the Staff ID card, Student ID card, or EasyCard as access control cards after application, and do not need to pay any fees.

Non-NCU faculties and students who apply for for an access control card can use their EasyCard. The permission will be activated after the application is approved.

2. 以個人證件或悠遊卡申請門禁者無須繳費，唯每人限申請一張。

Those who apply for access control with personal ID or EasyCard do not need to pay, but each person is limited to one application.

四、使用期限及通行權限：（負責單位：生命科學系辦公室）

Term of use and access authority:

1. 本館教師、系辦職員的門禁可無限期使用，其他人員依以下規定之期限設定。

The access cards of teachers and department staff are indefinite, and others shall be set according to the time limit specified below.

2. 生科系大學部學生皆可申請，通行時間為週一到週五 7:00~19:00，使用期限為一年(8/1~7/31)，續用時每年重新再設定一年。

All students of the Department of Life Sciences can apply. From Monday to Friday, 7:00~19:00 can pass, and the period of use is one year (8/1~7/31). It is reset every year for another year when it is renewed..

3. 大學部專題生(含理學院學士班及外系學生)每次申請使用以一學期為限（至1/31或至7/31）。

The access control card for experimental research students in the university department is valid for one semester (January 31st and July 31st).

4. 生科系學會之會長與幹部成員等人皆可申請本館門禁卡，惟須提供成員名單，並由系辦審核通過後方能開啟科學五館門禁。使用期限與擔任該屆幹部任期相同（至多一學年）。

President and officers of the Department of Life Sciences Student Union can apply for the access control card. The term of use is the same as the tenure of the cadre (up to one academic year).

5. 本館各單位之計畫助理及博士後研究員等之門禁使用期限，與聘任約用期限相同。

The project assistants and post-doctoral researchers of each unit in the building shall use the access control according to the appointment period.

6. 非本館之教師或校外人士、與本館老師因建教合作而須申請門禁卡者，需本館合作老師提供相關證明文件並簽名始可受理申請。每次申請最多以一年為期限。

Those who want to continue to do special research, or renew and continue to build teaching partners after the expiration of the use period need to apply again, and each application for renewal must be signed by the advisor or program host.

7. 本校及外校學生如因修課需進入科五館者，可由開課程授課老師簽核後於該課程時間內通行。

Students from other departments or schools who need to enter due to coursework, shall be signed by the teacher who teaches the course, and can only pass within the course time.

8. 有洽公需求之本校職員可提出申請，使用期限與職務任期相同，職務異動或離職時取消。

Staff of the school who have business needs can apply.

9. 使用期屆滿如要繼續專題研究、或續聘及繼續建教合作者，需再次申請，且需經指導教授或計畫主持人簽名。

Those who want to continue to do special research or renew the employment after the expiration of the use period need to apply again, and the application for renewal must be signed by the advisor or program host.

10. 生科系教職員、認知所教職員、以及辦公室在科五館的生醫系教師有貨梯及貨梯出入口之通行權限外，其餘人員皆僅可通行一樓大廳及側門。

Only the staff in the building have access to the freight elevator and the door of the freight elevator, others can only pass through the lobby and the side door on the first floor.

11. 生科系專題生所須共儀室的通行權限，由指導教授決定。

The access authority of the public instrument room required by experimental research students of the Department of LS shall be determined by the instructor.

五、注意事項：

Notice regarding the use of the entrance card:

1. 申請者需妥善保管門禁卡，嚴禁轉借他人使用。若經查獲有違反規定時，將隨時註銷其門卡且不得再提出申請。

Please take good care of your entrance card and do not lend it to others. If we find that case, your card will be suspended.

2. 遺失卡片時請立即通知生科系辦公室以停止該卡。如因延遲通知致使本館發生人員或財物損失等之情事時，該持卡人必需負完全之責任。

If you lose your card, please inform the Office of the Department of Life Sciences immediately to stop the card. The cardholder must be fully responsible for the loss of personnel or property due to the delay in notification.

3. 若卡片損壞時，需報請生科系辦公室註銷。

When the card is damaged, please inform the Office of the Department of Life Sciences to cancel.

- 六、本辦法經本系空間及公共安全委員會審議制定、系務會議通過後實施，如有未盡之事項，得提報系務會議討論，修正時亦同。

These regulations will be implemented after being approved by the Department Space and Public Safety Committee and the Department Affairs Meeting. If there are any unresolved matters, they may be submitted to the Department Affairs Council for discussion and revision.