

國立中興大學生命科學系門禁卡管理要點
Access Card Management Guidelines in Department of Life Sciences at National
Chung Hsing University

108年9月24日系務會議通過訂定

110年11月11日系務會議通過修定

114年2月18日系務會議通過修定

Approved by the Department Affairs Meeting on Sept. 24, 2019

Amended by the Department Affairs Meeting on Nov. 11, 2021

Amended by the Department Affairs Meeting on Feb. 18, 2025

- 一、為有效管理生命科學系(以下簡稱本系)門禁卡申領及借用程序，特訂定本要點。
 - I. These guidelines are established to effectively manage the application and borrowing procedures for access cards in the Department of Life Sciences (hereinafter referred to as "the department").
- 二、生科大樓之門禁刷卡系統設定、維護及紀錄保存等事項由生命科學院院辦負責；有關通行證之發放、損壞及遺失等事宜由本系負責。
 - II. The College of Life Sciences Office is responsible for the configuration, maintenance, and record-keeping of the access control card system for the Life Sciences Building. The department is responsible for issuing access cards, as well as handling damages and managing lost cards.
- 三、門禁卡申請發放標準：
 - III. Standards for the application and issuance of access cards:
 - (一) 各實驗室均可申請至多五張門禁卡，實驗室負責人則為門禁卡保管人。
 1. Each laboratory may apply for up to five access cards, with the laboratory supervisor serving as the card custodian.
 - (二) 本系退休後之兼任教師。
 2. Adjunct faculty members who have retired from the department.
 - (三) 經校長核准空間借用之退離教師。
 3. Retired faculty who has been approved by the university president for space usage.
- 四、所申請之門禁卡如有遺失、毀損時，應即告之本系承辦人員取消該門禁卡之設定，並填具「門禁卡遺失補發申請表」申請補發，且應繳交工本費，每張新台幣壹佰元整。
 - IV. In the event of loss or damage to an issued access card, the cardholder must immediately notify the department's responsible personnel to cancel the card's access settings. They must then complete the "Access Card Loss Reissue Application Form" and pay a processing fee of NT\$100 for each new card.
- 五、使用門禁卡者不得轉借、冒用、謊報遺失、重複申領，如發現違規事實，得逕予取消其門禁卡使用。
 - V. Users of access cards are prohibited from lending, misusing, falsely reporting a loss, or applying for multiple cards. If violations are discovered, access to the card may be revoked immediately.
- 六、各實驗門禁卡保管人辦理退離(係指去職、退休及轉職至校內、外其他單

位等)或申請原因消失時，需繳回卡片。

VI. Card custodians must return the access cards upon resignation (including retirement or transfer to another position within or outside the university) or when the reason for holding the card no longer applicable.

七、本管理要點經系務會議通過後實施，修正時亦同。

VII. These management guidelines shall take effect upon approval by the Department Affairs Meeting, and the same process shall apply to any amendments.

若中文版本與英文翻譯版本有任何差異，以中文版本為準。

In the event of any discrepancies between the Chinese version and its English translation, the Chinese version shall prevail.