國立成功大學 生物科技中心 門禁開通申請表
National Cheng Kung University Center for Bioscience and Biotechnology
Access Security Permission Application Form

110.01.08 更新 Updated on 2021.01.08

申請人 Applicant	單位 Unit		申請進出空間編號 Space Access Application No.	
	姓名 Name		電話 Telephone	
	電子郵件 Email		識別證號 (員工證、學生證、臨時門禁卡) Identification (ID) No.(Employee ID, Student ID, Temporary Access Card)	

卡片卡號 Card No.	（請至11F 或12F 刷卡機感應） (Please use the card reader at 11F or 12F for scanning)

檢附項目 Enclosure	□已檢附「實驗室一般安全衛生教育課程證書」 "Laboratory General Safety and Health Education Course Certificate" already enclosed □證書效期至　　　年　　　月　　　日 Certificate validity is until（YY/MM/DD）

申請使用期限 Applied Use Period	年　　　月　　　日至　　　年　　　月　　　日 From （YY/MM/DD） to （YY/MM/DD）

申請人簽名 Signature of Applicant	申請日期：　　　年　　　月　　　日 Date of Application:（YY/MM/DD）

計畫主持人 (指導教授) Principal Investigator (Advisor)	生物科技中心承辦人 Case Handler of the Center for Bioscience and Biotechnology	門禁管理承辦人 Case Handler for Access Security Management

備註 Remarks	本中心場地空間實施全天門禁管制，進出應刷門禁卡，申請程序如下： Whole-day access security control is implemented on the venue space of the Center, and card reading is required to access the space. The application procedure is as follows: （1）校內單位應填具本中心「門禁開通申請表」，向本中心申請開通。 Campus units shall fill out the "Access Security Permission Application Form" of the Center in order to apply for security permission with the Center. （2）校外單位應依本校數位門禁管理作業要點，向駐衛警察隊申請臨時門禁卡後，填具本中心「門禁開通申請表」，向本中心申請開通。 Off-campus units shall apply for temporary access security card with the Campus Security Squad Division according to the NCKU Guidelines for Managing Digital Access Security, followed by filling out the "Access Security Permission Application Form" of the Center in order to apply for security permission with the Center. （3）申請人或單位須檢附完成實驗室一般安全衛生教育課程證書，始得提出門禁開通申請。 Applicants or applying units shall enclose the Laboratory General Safety and Health Education Course Certificate completed in the application in order to apply for the access security permission. （4）申請人或單位應妥善保管門禁卡，如有遺失、離職或無需使用該卡情形者，應即向本中心申請刪除權限，未刪除權限而遭冒用所衍生之法律問題，由申請人或單位及長期租借單位計畫主持人自行負責。 Applicants or applying units shall keep the access security cards under custody properly. In case of loss of card, resignation or no longer use of the card, it is necessary to apply for the cancellation of the authority with the Center. For any legal issues arising from fraudulent use of cards due to non-cancellation of the authority, the applicants or applying unit and the principal investigator of the long-term rental unit shall bear liability solely. （5）90天無進出紀錄之門禁卡，進出本中心權限將予停止。 When an access security card has no access records for ninety days, the authority to access the Center may be suspended. （6）本中心採實名制刷卡進出，轉借他人門禁卡者，停止進出資格90天。 The Center adopts the real name system for card reading to access the Center. For any one lending his or her access security card to others, his or her access qualification shall be suspended for ninety days.

申請日期 Date of Application	年　　　月　　　日 （YY/MM/DD）