

國立中興大學工程三館門禁管制辦法暨同意書
National Chung Hsing University Engineering Building No. 3
Access Control Regulations and Consent Form

第一條、 本卡僅供學生及教職員進出工程三館使用，出入門分別在化工系及材料系側門。

I. This access card is for the use of students, faculty, and staff to enter and exit Engineering Building No. 3, with entry/exit points at the Department of Chemical Engineering and the Department of Materials Science side doors.

第二條、 辦理門禁卡之學生須經指導教授或系主任同意，才可辦理辦卡手續。

II. Students applying for the access card must obtain the consent of their supervising professor or the department chair before proceeding with the card application.

第三條、 各研究室新生(研究生或專題生)可於每學年統一提出同意書至技佐辦公室，即可領卡。

III. New research students (graduate students or project students) may submit the consent form to the Technical Assistant Office at the beginning of each academic year to receive the access card.

第四條、 申請卡片者不須付費，如因不當保存卡片致使其毀損或遺失以致需再補發者，則照價賠償，並於每月月底辦理補發新卡。

IV. There is no fee for the application. However, if the card is damaged or lost due to improper storage, the applicant must compensate for the cost, and new cards will be reissued at the end of each month.

第五條、 持有門禁卡者，不得私自複製，且不得任意於工程三館內舉辦活動，若有舉辦活動需求者，應向技佐申請，並經系主任核可。

V. Cardholders are prohibited from duplicating the access card and organizing any activities in Engineering Building No. 3 without permission. If activities are required, the request must be submitted to the technical assistant for approval by the department chair.

第六條、 使用者應妥善保管門禁卡，如遇畢業、休學、退學、卡片損壞或遺失等情形，請務必至技佐辦公室辦理退卡或換卡事宜。

VI. When completing the departure procedures (graduation, leave of absence, withdrawal), students must first obtain a department departure form from the Technical Assistant Office before getting it stamped by the department chair. Without this form, the departure procedure cannot be completed.

第七條、 辦理離校手續(畢業，休學，退學)時，請先至技佐辦公室領取系離校手續單，方可至系主任處蓋章，否則無法完成離校手續。

VII. When completing the departure procedures (graduation, leave of absence, withdrawal), students must first obtain a department departure form from the Technical Assistant Office before getting it stamped by the department chair. Without this form, the departure procedure cannot be completed.

第八條、 本辦法經工程三館委員會議及化工系系務會議於 92 年 5 月 7 日通過後實施。

VIII. These regulations are effective after being approved by the Engineering Building No. 3 Committee and the Department Affairs Meeting of the Department of Chemical Engineering on May 7, 2003

本人了解並同意遵守本辦法內容：

I understand and agree to abide by the contents of these regulations:

申請日期 Application Date: _____

E-mail(大學生免填)E-mail (Exemption for university students)

: _____

申請者學號/職稱 Applicant's Student ID/Title: _____

分機(大學部免填)Extension (Not required for undergraduate students):

申請者簽名 Applicant's Signature: _____

聯絡手機 Contact phone: _____

申請原因(研究生免填)Reason for Application (Not required for graduate students):

指導教授/主任簽名 Advisor/ Head of Department Signature:
