

## **TKU Regulations on Security Swipe Card Application and Administration**

Secretariat Regulation No. 1000000008 (08/11/2011)

### **Article 1**

This set of regulations was formulated for the convenience of TKU faculty, staff, and researchers who need to enter and exit campus buildings during TKU's closed hours, and to maintain the security of TKU property.

### **Article 2**

After closing hours, access to TKU buildings is restricted, and a "swipe card" system is employed. Those who fulfill any of the following criteria may apply for a swipe card:

1. Full time TKU faculty and staff whose offices and research labs are located within TKU campus buildings.
2. TKU graduate students who require access to research labs in TKU buildings and who gain the approval of their academic departments and a first-tier TKU office.
3. Bachelor students who require access to TKU buildings during closing hours and who gain the approval of the chairs of their departments and head staff from a first-tier office.

### **Article 3**

Eligible applicants must apply for a swipe card with the department, graduate institute, or office that they belong to. After being approved by a first-tier department / office, the application will be sent via official TKU document to the Campus Security Section, Office of General Affairs.

After the application is processed, the applicant will be able to use a swipe card to enter and exit TKU buildings during closing hours.

### **Article 4**

Swipe card holders must not lend their swipe cards (student or employee cards) to anyone and violation of the "one person swipes, one person enters / exits" rule is strictly prohibited. If card holders need to bring someone with them, they must notify campus security by dialing 2110 or 2119. Those who breach these rules will be dealt with in accordance with the *TKU Regulations on Student Rewards and Sanctions*.

### **Article 5**

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During closing hours, TKU security personnel make regular inspections of TKU buildings. If they come across people who do not have access to a swipe card or who did not first register to enter, their details will be recorded and submitted to the appropriate bodies.

**Article 6**

This set of regulations will take effect on the date of its publication after being passed in a general affairs meeting and approved by the TKU President. The same applies to any later amendments made.