

國立台灣科技大學資訊工程系實驗室使用規範

Laboratory Access Policy

八十九年五月十八日八十八學年度第四次所務會議通過
九十年八月八日九十學年度第一次學術與系務委員會會議修訂通過
九十年九月十二日九十學年度第二次系務會議修正通過

- 一、 進入及離開實驗室均須刷卡，且務必在櫃臺填寫出入登記簿。不能帶外人進入實驗室，違者議處。

Each person must sign in/out at the registration counter and use his/her own campus ID card to enter or leave the laboratory. Non-departmental personnel cannot be granted access.

- 二、 嚴禁攜帶飲料(開水除外)及食物入實驗室；並確實保持實驗室整潔及肅靜。

The laboratory is expected be kept clean and quiet at all time. Food and drink (except water) are strictly forbidden.

- 三、 嚴禁私自拆開各種設備，及攜出實驗室。

Disassembling equipment or taking equipment out of the laboratory without prior permission are strictly forbidden.

- 四、 違反上述規定者，除知會指導教授外，並依相關規定送校方議處。

Anyone violating the policy will be penalized according to the school regulations; his/her advisor will also be notified.

- 五、 以上若有遺漏，依相關規定處理。

Unavoidable exceptions to this policy will be handled according to related regulations.

門禁磁卡使用方法：

Accessing a laboratory with your campus ID card:

進入：刷門禁磁卡→輕推門→進入→關門。

Entering: Swipe the card -> push the door -> enter the lab -> close the door.

離開：先按「解除鈕」→開門→刷卡→關門。

Leaving: Press the "Exit" button -> open the door -> swipe the card -> close the door.

如遇緊急狀況請電 6176 或 6177 警衛室

Emergency Response Phone Extension (Campus Police): 6176, 6177