

# 高雄醫學大學校園 IC 卡使用管理要點

## Guidelines for the Management of Campus IC Card Usage at Kaohsiung Medical University

93.10.21 九十三學年度第五次校園 IC 卡會議通過  
2004.10.21 Passed in the 5th Campus IC Card Meeting of the 93rd academic year  
93.12.15 九十三學年度第五次法規委員會審議通過  
2004.12.15 Reviewed and appased in the 5th Regulations Committee Meeting of the 93rd academic year  
93.12.24 九十三學年度第三次校務暨第五次行政聯席會議通過  
2004.12.24 Passed in the 3rd University Council and 5th Administrative Joint Meeting of the 93rd academic year  
93.12.28 高醫校法字第 0930100045 號函公布  
2004.03.28 Announced in the GaoYiXiaoFa No. 10930100045 Letter  
102.03.14 一〇一學年度第八次行政會議通過  
2013.03.14 Passed in the 8th Administrative Meeting of the 101st academic year  
102.03.28 高醫資字第 1021100915 號函公布  
2013.03.28 Announced in the GaoYiZiZi No. 1021100915 Letter

- 一、 本校為建立電子化智慧型校園，凡教職員工生之識別、出勤管理、圖書借閱、校園資訊站及門禁管理均使用校園 IC 卡，並依本要點規定辦理。
  1. To establish an electronic and intelligent campus at Kaohsiung Medical University (hereinafter “KMU”), the use of the campus IC card is mandatory for identification, attendance management, library borrowing, access to the campus information station, and entrance control for all faculty, staff, and students. These provisions are to be executed in accordance with the Guidelines for the Management of Campus IC Card Usage at Kaohsiung Medical University (hereinafter “the Guidelines”) set forth herein.
- 二、 本校新任教職員工於報到一週內，學生於寄發註冊通知單時，權責單位將資料建檔，再轉由圖書資訊處（以下簡稱圖資處）製卡後，交由權責單位統一發放。
  2. For new faculty and staff members of KMU, the responsible authorities shall file their information within one week of reporting for duty. For students, the data archiving will be established at the time of dispatching the registration notification by the responsible authorities. Subsequently, the Office of Library and Information Service (hereinafter “the L&I Services Office”) will produce the cards, which will then be distributed uniformly by the responsible authorities.
- 三、 校園 IC 卡如遺失，應儘速向權責單位辦理掛失手續，並依下列流程申請補發 IC 卡。
  3. In the event of a loss of the campus IC card, the cardholder must promptly report the loss to the responsible authorities and follow the procedures outlined below to apply for a replacement IC card.
    - (一)申請人填寫補發卡申請表經權責單位審核後，至出納組繳交校園 IC 卡工本費。
      - (1) The applicant shall complete the application form for card re-issuance. After

review by the responsible authorities, the applicant is to pay the campus IC card cost at the Cashier Division.

(二)繳費後將補發卡申請表交至權責單位，權責單位通知圖資處製作新卡，並由權責單位發放。

(2) After payment, the applicant shall submit the application form for card re-issuance to the responsible authorities, who will then notify the L&I Services Office to produce a new card, which will be issued by the responsible authorities.

四、校園 IC 卡領取後，應即檢視卡片顯性資料，並檢測該卡於一般門禁點是否可刷卡進出，卡片若有問題，最遲須於卡片點交後一個月內提出免費換發新卡。除前項情形外，校園 IC 卡如損毀或因個人資料變更等原因，依前條規定辦理。

4. Upon receipt of the campus IC card, the cardholder should immediately inspect the card's visible information and test the card's functionality at standard access control points. Should there be any issues with the card, a request for a free replacement must be made within one month of receipt. Apart from the aforementioned circumstance, if the campus IC card is damaged or requires updating due to changes in personal information, the procedure outlined in the previous article shall apply.

五、教職員工離校時，須至原核發單位註記校園 IC 卡失效，註記之後卡片需繳回，不得再使用。

5. When faculty and staff leave KMU, they must have their campus IC cards deactivated at the original issuing authority. Following deactivation, the cards must be returned and may no longer be used.

六、學生離校或休學時，不需將校園 IC 卡繳回教務處，除捷運一卡通仍可使用外，校內各項權限均禁止。但休學學生經辦理復學後才能恢復其權限。

6. When students leave KMU or take a leave of absence, they are not required to return their campus IC card to the Office of Academic Affairs. While the iPASS function of the card remains active, all campus privileges are suspended. However, students who return from a leave of absence may have their privileges reinstated upon completion of the reinstatement process.

七、 除本校教職員工生外，其他人員如因行政、教學或其他需要，檢附發卡申請表並經相關權責單位審核通過後將資料建檔，再由圖資處製卡，交權責單位發卡。

7. Aside from KMU faculty, staff, and students, other individuals who require access due to administrative, instructional, or other needs must attach an application form for card issuance. Upon approval by the relevant responsible authorities and subsequent data filing, the L&I Services Office will produce the card, which will then be issued by the responsible authorities.

八、 本校校園 IC 卡申請受理之權責單位如下：

8. The responsible authorities for the acceptance and processing of KMU campus IC card applications are as follows:

(一)學生：教務處。

(1) Students: Office of Academic Affairs.

(二)教職員工(含助理、兼任人員)：人事室。

(2) Faculty and staff (including assistants and part-time personnel): Personnel Office.

(三)貴儀及校內共用實驗室：研資中心。

(3) Valuable Instrument Users and Users of Shared Laboratories within the Campus: Center for Research Resources and Development.

(四)宿舍管理員：由學務處宿舍業管人員發臨時卡。

(4) Dormitory Administrators: The Office of Student Affairs' dormitory management staff shall issue temporary cards.

(五) 校外人士或臨時人員：由權責單位提出申請臨時卡。

(5) External personnel or temporary staff: The responsible authorities shall apply for temporary cards.

九、 權責單位應建立臨時卡管控機制，臨時卡得提供前條以外之人員臨時或暫時性使用圖書館、自修室或宿舍等。

9. The responsible authorities should establish a control mechanism for temporary cards, which may be issued for temporary or short-term use of facilities such as the library, study rooms, or dormitories to individuals other than those mentioned in the preceding article.

臨時卡由權責單位負責其管控機制。

Temporary cards shall be managed and controlled by the responsible authorities.

- 十、 校園 IC 卡錄有持卡人之基本資料，除做為教職員工服務證及學生證外，另具有各相關門禁點出入管制之功能，學生證並具有捷運一卡通功能，本人應妥善保管避免刮傷並遠離有磁性物品。
10. The campus IC card records the cardholder's basic information and serves not only as a service identification for faculty and staff and as a student ID but also encompasses entrance control functions at relevant access control points. The student ID additionally possesses the functionality of an iPASS. The cardholder shall maintain proper care to prevent scratches and keep the card away from magnetic objects.
- 十一、 校園 IC 卡繳費標準另訂之。
11. The fee schedule for the campus IC card shall be separately established.
- 十二、 校園 IC 卡中非接觸式 IC(專供校務用)部分之卡鑰，其保管、保密及管理等安全作業規範，由各大樓管理委員會訂定門禁管理使用細則。
12. The custody, confidentiality, and management of the non-contact IC (designated for university affairs) component keys within the campus IC cards shall be governed by security operation standards set forth by each building management committee, which shall stipulate rules for entrance control management.
- 十三、 本要點經行政會議通過，呈請校長核定後，自公布日起實施，修正時亦同。
13. After being passed by the Administrative Meeting as well as reviewed and approved by the President, the Guidelines shall be implemented from the date of announcement, and the same applies to amendments.