

# National Taipei University of Business Access Control Management Guidelines

Approved at the 1st Administrative Meeting of the 2nd Semester of Academic Year 2014 on February 5, 2015  
Approved at the 7th Administrative Meeting of the 1st Semester of Academic Year 2016 on November 3, 2016  
Approved at the 1st Administrative Meeting of the 2nd Semester of Academic Year 2020 on March 11, 2021

- Article 1 These Guidelines (hereinafter referred to as “the Guidelines”) are formulated by the University to maintain campus safety, effectively manage access control, and enhance the environmental quality of the campus.
- Article 2 The University’s security personnel on duty shall strictly comply with these Guidelines in the performance of campus safety and access control duties.
- Article 3 Access Control Hours:
1. The main gate shall be closed at 23:00 and opened at 06:00 the following day. The Cheng-Xi Building shall be closed at 23:00 and opened at 07:00 the following day.
  2. During access control hours, faculty, staff, and students entering the campus shall use the side gate located by the accessible ramp next to the main gate. Entry is permitted only after identity verification and registration. Non-University personnel are prohibited from entry unless prior consent has been obtained from the relevant University units via official documents or telephone.
  3. Faculty, staff, students, and other relevant personnel who need to remain on campus during restricted hours for business, research, or academic purposes shall notify the duty personnel in advance.
- Article 4 Personnel Management:
1. Unauthorized commercial vendors, cram school operators, and similar entities are prohibited from entering the campus to engage in commercial activities.
  2. When organizing major activities or examinations on holidays, each unit shall notify the Guardroom and implement appropriate control measures.
  3. Outside units organizing activities on campus shall submit applications to and obtain approval from the relevant University units in accordance with the University’s "Guidelines for the Provision, Use, Fee Collection, and Management of Facilities."
  4. Outside individuals entering the campus shall not interfere with the University’s teaching, research, administration, campus tranquility, or institutional operations. Entry into non-public spaces—including classrooms, meeting rooms, offices, laboratories, the library, and lounges—is prohibited without registration at the Guardroom or consent from the person being visited. Violators shall be asked to leave by security or the Campus Security Report Center; cases involving potential legal violations shall be reported to the police.
  5. Before police officers enter the campus on their own initiative to investigate criminal cases, they shall first notify the University’s contact window (the Chief Secretary, the Dean of Student Affairs, or a higher-level official), obtain the University’s consent, and proceed while accompanied by a University representative.
- Article 5 Vehicle Management:
1. Vehicles entering the campus shall comply with the University’s "Parking Lot Management Guidelines."
  2. Applications for parking shall be submitted in advance. Under the verification and guidance of duty personnel, vehicles shall be parked within the designated parking spaces. Parking hours are from 07:00 to 22:30 daily.
  3. For engineering vehicles such as cranes, concrete mixers, and excavators, as well

as vehicles carrying dangerous goods, the responsible business unit shall notify the duty personnel before such vehicles enter the campus.

Article 6

Patrol and Inspection:

The University's duty personnel shall conduct patrols at regular or irregular intervals. If any abnormalities are discovered, the personnel shall, depending on the severity of the situation, ask the individuals to leave, notify the Campus Security Report Center, or report to the police for assistance. Furthermore, all such incidents shall be recorded in the "Duty Logbook."

Article 7

The Access Control Management Guidelines for the University's Taoyuan Campus shall be formulated separately.

Article 8

These Guidelines shall be implemented after approval by the University Administrative Meeting and ratification by the President. The same procedure shall apply to any amendments.