

Ming Chuan University Guidelines for the Use and Management of Faculty and Staff Members ID Cards

- Article 1. Ming Chuan University has introduced faculty and staff members electronic ID cards for identification, attendance, library access, and campus entry purposes.
- Article 2. Within one week of employment, full-time faculty and staff members must submit one 2x2 inch color photo to the Human Resources Division along with an application for an ID card.
- Article 3. ID cards must be kept in a safe place. In the case of loss, the procedures below must be followed:
1. The card must be declared invalid in a newspaper advertisement.
 2. An application for reissue must be acquired from the Human Resources Division, and 100 NTD paid to the Bursar Section.
 3. The application form, copy of receipt, and one 2x2 inch color photo must be submitted to the Human Resources Division for a new card to be issued.
 4. New cards require two working days to complete. No library books may be borrowed until a new card is issued.
- Article 4. The procedure for replacing a damaged card is the same as outlined above except the original card must be returned before the new card can be issued.
- Article 5. When faculty members complete their period of employment, ID cards must be returned to the Human Resources Division. The Human Resources Division will issue a receipt verifying the return of the card when resignation procedures are completed.
- Article 6. The original Taipei Fubon Faculty IC cards may still be used. If the cards are lost or damaged, in addition to the procedures stipulated in Clauses 3 and 4, faculty and staff members must go to the Taipei Fubon bank and close their accounts or go through the necessary procedures for making a new card.
- Article 7. Upon being passed at the Administration Council Meeting and being approved by the president, these guidelines were implemented. Any revision must follow the same procedure.