**Access Control during epidemic control period: Q & A**

|  |  |  |
| --- | --- | --- |
| 1 | Q：Can Taiwan Tech staff or students enter the campus without their identification documents? | Report to access control staff. Sign into the "Epidemic Prevention Sign-in System" by scanning the respective QR–Code with your mobile phone, and show the screen with the completed sign-up to the inspector at the access gate for confirmation. |
| 2 | Q：How can Taiwan Tech staff or students enter the campus if identification documents were lost and replacement procedures are not yet finished? | A：Please choose one of the following methods:   1. Report to access control staff. Sign into the "Epidemic Prevention Sign-in System" by scanning the respective QR–Code with your mobile phone, and show the screen with the completed sign-up to the inspector at the access gate for confirmation. 2. Your department can issue a temporary work passes validated with the department’s official stamp. Download of application forms for visitor passes and work passes:   <https://www.general.ntust.edu.tw/ezfiles/12/1012/img/1881/185102201.docx> |
| 3 | Q：How can staff and students from NTU and NTNU enter the campus? | A：During the access control period, NTU and NTNU staff and students can enter the NTUST campus by showing their student /staff ID cards. |
| 4 | Q：How can part-time instructors or full-time project assistants without identification cards enter the campus? | A：There are two ways to apply for the access:   1. Part-time instructors or full-time project assistants can obtain temporary access card(s) after receiving approval from their department supervisors. Please apply with the General Affairs Department with deposit of NTD500 for each card. Download of application forms for temporary access card:   <https://www.general.ntust.edu.tw/ezfiles/12/1012/img/1881/127100376.odt>   1. Apply with the respective department / office for a   work pass with the official department/ office stamp on it. Download of application forms for visitor pass or work pass:  <https://www.general.ntust.edu.tw/ezfiles/12/1012/img/1881/185102201.docx> |
| 5 | Q：Can family members of NTUST staff or retirees enter the campus？ | A:  1. Family members of NTUST staff care eligible to apply for visitor passes. Please apply with the respective department for a visitor pass which must bear the official department stamp.  2. Family members of retirees cannot apply for a visitor pass.  Download of application forms for visitor passes and work passes:  <https://www.general.ntust.edu.tw/ezfiles/12/1012/img/1881/185102201.docx> |
| 6 | Q：Can NTUST alumni enter the campus? | A: Only alumni who are holding an alumni card are allowed to enter. Alumni without an alumni card are currently barred from entering the campus. |
| 7 | Q：Can visitors who cannot enter the campus ask staff at access control gates to help contact NTUST personnel？ | A: Due to limited manpower, this service cannot be offered. Please try to establish contact with NTUST personnel yourself. |
| 8 | Q： Can private companies participating in bidding processes enter Taiwan Tech? | A：Private companies can enter the school during the bidding period, if they can show information about the tender, including information on the beginning and end of the bidding period. |
| 9 | Q：Can private companies which routinely cooperate with NTUST, apply for entry passes to facilitate procedures for both sides? | A：Ask the respective department to issue a work pass with the official stamp of the department.  Download of application forms for visitor passes and work passes:  <https://www.general.ntust.edu.tw/ezfiles/12/1012/img/1881/185102201.docx> |
| 10 | Q： Do scholars, guest speakers, private companies etc. who are invited to Taiwan Tech have to present hard copies of the invitation? | A：No, supporting documents such as emails, messages, meeting notices, invitation letters, or visitor ID cards can be photocopies, scanned files, or electronic files. |
| 11 | Q：If a visitor does not bring any proof of an invitation or scheduled meeting: How can they enter the campus? | A : Visitors who don’t have any supporting document, should complete the following steps：   1. Report to access control staff. Sign into the "Epidemic Prevention Sign-in System" by scanning the respective QR–Code with your mobile phone, and show the screen with the completed sign-up to the inspector at the access gate for confirmation. 2. Please inform the department you wish to visit. The department will send staff to the NTUST gate to confirm your identity so that inspectors will allow you to enter. The receiving department will also have to fill out a "Visitors’ epidemic prevention questionnaire". |
| 12 | Q: Does the access control also apply to the car parking? | A：   1. NTUST staff and students should scan faculty ID card   or student ID card for access.   1. Present ID card and relevant documents for access due to business purposes. |
| 13 | Q：Can taxis take passengers into the NTUST campus? | Please report the plate number of the taxi to the main gate for access only for emergency or inconvenience purpose. Whoever calls the taxi shall make a record for epidemic investigation. |
| 14 | Can companies providing laboratory equipment and materials enter NTUST campus with their company vehicles? | A：Yes, they are allowed to enter the campus, but time on NTUST campus should not exceed one hour. Please choose one of the following methods  (1) Ask the department/laboratory that has requested your service to issue an access pass bearing the official stamp of the department.  (2) Individuals who don’t have an access pass, have to sign in the "Epidemic Prevention Sign-in System" by scanning the respective QR–Code with their mobile phones, and show the screen with the completed sign-up to the inspector at the access gate. The respective department/laboratory has come to the gate for confirmation to allow access. In addition, the department/laboratory will have to fill out the "Visitors’ epidemic prevention questionnaire”. |
| 15 | Q: How can mobility-impaired individuals arrange for pick-up service vehicles to enter the campus? | A：Drivers have to sign in the "Epidemic Prevention Sign-in System" by scanning the respective QR–Code with their mobile phones, and show the screen with the completed sign-up to the inspector at the access gate. After confirmation, they may enter the campus to pick-up the individuals who requested the service. |
| 16 | Q：Can employees of food delivery services enter the campus when food was ordered for meetings? | A：No, employees of food delivery services cannot enter NTUST campus  1. Please send department staff to the gate to pick up the food.  2. It is recommended to make use of on-campus restaurants for food delivery. |