

温州肯恩大学办公室文件

温肯大办〔2014〕9号

温州肯恩大学办公室关于印发 《温州肯恩大学出入校园管理制度》的通知

各部门：

现将《温州肯恩大学出入校园管理制度》印发给你们，
请认真贯彻执行。

2014年8月14日

温州肯恩大学出入校园管理制度

为维护校园秩序，确保学校教学科研活动正常进行，保障师生员工正常的生活秩序和人身、财产安全，特制订本管理制度。

一、学校入口和门岗对外体现着学校的形象，全校师生员工应积极主动地加以配合和维护。门卫执勤人员应严格按照学校管理制度，坚守岗位，认真负责，做到态度和气、文明礼貌。

二、学校师生员工凭工作牌、学生证、校园卡（一卡通）等有效证件入校；校外来访人员凭身份证等有效证件登记入校，必要时应主动出示有效证件，自觉接受门卫人员的查验。来校务工人员与学校暂住人员凭工作牌或临时出入证（由后勤部安保中心办理），进出学校时应主动出示。门卫对于未登记的不确定来客应密切观察直到出校。

三、因教学或举办相关活动等需要进入校园的校外人员（或单位团体），应事先经学校邀请部门或学校主办部门同意方可进入校园；进入校园的采访活动需经学校办公室批准。

四、所有机动车车辆原则上不能进校，运输货物或其他物品的车辆，应办理学校车辆出入证明（由后勤部安保中心办理）并自觉接受门卫检查。进入学校的车辆必须减速慢行

(机动车小于15公里/小时), 并按指定位置停放, 同时车主应妥善保管好自己的车辆和财物。

五、禁止一切社会闲杂人员和未经许可的小商小贩进入校内。禁止散发宣传品或广告宣传人员进入校园活动。学校入口前禁止停放各种车辆。严禁携带易燃、易爆、危险品、管制械具者进入校园。临时人员携带物品外出, 应持物品出门单, 经门卫检查后方可出校门。

六、禁止翻越校园护栏等不文明行为, 门卫或巡逻人员发现后有权进行制止和批评教育, 对不听劝阻或不接受批评教育者, 交学校后勤部安保中心处理。

七、学校教学楼、公寓楼等楼房的出入口门禁授权于全体师生及部分物业人员, 授权人员凭校园卡(一卡通)出入, 人员进出门后要随时关门, 防止无关人员进出。如遇火灾、地震等突发事件, 门禁系统将自动断电开放, 可自由进出。

Notification about issuing *Management System of Access to Wenzhou-Kean University Campus*

All departments,

Now *Management System of Access to Wenzhou Kean University Campus* is printed out and distributed to you. Please implement it seriously.

July 23rd, 2014

Management System of Access to Wenzhou-Kean University Campus

This management system is formulated to maintain campus order, ensure sound proceeding of school teaching and scientific research, and safeguard personal and property safety of faculty, staff and students.

1. The entrance and service booth of the university makes the first impression on visitors, so all of the staff and students should actively facilitate their implementation and maintenance. Strictly in accordance with the management system, the guard on duty should hold fast to his position with earnest attitude and treat visitors in a friendly and courteous manner.

2. The faculty, staff and students of WKU can enter campus with staff ID, student ID, E-card and other valid documents. Visitors with ID card and other valid documents can enter university after registering their identity information, and if necessary, they should present their valid documents to the guard for checking. Manual workers employed by the school and persons living in school temporarily should present their working cards or temporary passes (issued by Security Center) when they enter or leave school. The guard must closely observe unregistered visitors until they leave the campus.

3. The external people (or unit groups) who have to enter the campus for the school organized or sponsored activities cannot enter the campus unless their entry is permitted by the school's inviting or sponsoring department in advance. Any interview taking place in campus should be approved by University Affairs.

4. All vehicles are not allowed to enter school in principle. The vehicles for transporting goods or other items should have an access certificate (issued by Security Center) and present it to the guard for checking. Drivers must slow down the speed (less than 15km/h) when driving in the campus and park their vehicles in the designated spots. Meanwhile, drivers should take care of their vehicles and property.

5. Vendors of any kind and persons with idle intentions are not allowed to enter the school. Persons who distribute items for propaganda or advertisement are also not allowed to the campus. No parking in front of the entrance of the campus. Inflammable, explosive, dangerous goods, or restricted instruments or arms are prohibited inside the school. Temporary personnel who want to take goods out of the campus should show the exit permission form to the guard for checking.

6. The guard and patrol personnel have the right to stop any improper conducts including climbing over the campus' fence and to warn wrong doers not to repeat the same behavior. If the doer does not accept the warning or continues the behavior, the guard should report to the Security Center to handle the matter.

7. All faculty, students, staff and certain property maintenance staff have the right to access academic buildings with E-cards. Authorized persons should remember to close the door when entering or exiting the buildings to prevent unauthorized people from entering. In case of fire, earthquake and other emergencies, access control system will automatically power off so people can get in or out with no need to swipe the card.