

NAME OF APPLICANT (BLOCK LETTERS)

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ADDRESS

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Tel / mobile Number: .....

Email address: .....

Lab / Areas to be accessed: .....

I confirm that I have read the departmental regulations on the use of the security keys and agree to abide by them.

I am depositing the sum of €50 which will be returned to me after I return the security key at the end of my studies.

Signature: .....

Date: .....

Signature of recommender: .....

For official use:

Code:

Card no:

Expiry date:

APPROVAL BY HEAD OF DEPARTMENT.....

# Department of Biology

## Card-operated security locks

### Authorization for use of security cards

1. Only authorized persons will be allowed to carry and make use of security card. Such authorized persons may include research students such as senior undergraduate and postgraduate students.
2. Each authorized person will be entitled to a security card, which will be programmed to ensure access to specific rooms or areas.
3. The officer in charge will keep a record of all such authorizations.
4. Proper care is to be taken of the security card. These are not to be exposed to magnetic fields, direct sun light, bending and abrasions of the electronic chip.
5. Master security cards will be available at the precincts office and Estate and Works.
6. Loss of the security card is to be reported immediately to the officer in charge and a charge of € 15 will be incurred for its replacement.
7. Authorization to students will be issued by the Head of Department on the recommendation of a member of the academic staff, usually the supervisor of the research being undertaken by the applicant. Such authorization will be made against a deposit of €50, which will be refunded after the return of the security card at the end of the applicant's course of studies.
8. Occasionally authorized persons will be required to hand their security card for reprogramming by the officer in charge. Failure to do so promptly will mean that they may be unable to use their security card.
9. The end of the period of authorisation will be indicated at the back of the security card. It is up to the card-holder to keep track of the date and to inform the officer in charge for its reprogramming.
10. The card is strictly issued for the personal use of card holder and personal data are programmed inside the card. The electronic locks record every action taken by any specific card. At no time is the card to be lent to a third party for access to any areas. It is the sole responsibility of the card holder if missing or damaged goods traced to use of a specific card are reported.