

Title: Tianjin Juilliard-Issued Identification (ID) Card Policy

政策名称: 天津茱莉亚学院校园卡政策

Policy Owner: Facilities and Public Safety

政策所属部门: 设施和公共安全

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Applies to: All Members of the Tianjin Juilliard Community (including all faculty, staff, students, parents, authorized visitors, and vendors)

适用于: 全体天津茱莉亚学院成员 (包括所有教师、员工、学生、家长、授权访客和供应商)

Effective Date: August 15<sup>th</sup>, 2020

生效日期: 2020 年 8 月 15 日

Access to and within the School building is a privilege. Ongoing and unescorted access privileges are contingent upon continued responsible behavior and compliance with School policies and procedures.

只有获得学院授权的人员方能进入学院。授权人员进入学院权限的持续有效性将根据其遵守学院政策及流程的状况而定。

Access to and within the School building and specific areas with access restrictions is restricted to :

获得校园卡以进入学院及学院受限区域的人员仅限于:

1. Current enrolled students, current faculty/staff, School board members/supervisor and foundation board members/supervisor;

当前在册学生, 在职教师、行政人员、理事会和基金会成员;

2. Parents of pre-college and PECE;

预科和公众及继续教育学生家长;

3. Authorized visitors and contractors, who have a legitimate, business-related reason to be inside the School;

有正当业务相关理由进入学院的授权访客和供应商；

4. Teaching and performance activities attendees who require time-limited access to specific venues within the School building.

需要限时进入学院内特定场地的教学和演出的参与者。

These School IDs are programmed to work with card readers that are linked to the School's centrally managed access control system. The School ID confirms that the individual in possession of the School ID is affiliated with The Tianjin Juilliard School. When the School ID is activated, it facilitates access to the School building as well as restricted areas inside the building, provided the individual is authorized to enter those areas. New faculty/staff are issued School IDs during new faculty/staff orientation, and new students are issued IDs during new student orientation and registration.

校园卡经过设置可以与连接到学校集中管理的门禁系统的读卡器配合使用。校园卡证实了持卡人与天津茱莉亚学院的关联关系。当校园卡被激活时，持卡人将通过校园卡进入学校以及该持卡人被授权进入的学院内的限制区域。新教师和行政人员在入职培训期间获得校园卡，新学生在新生入学培训和注册期间获得校园卡。

### School ID Regulations

#### 校园卡规定

- Currently enrolled students, current faculty, staff, authorized visitors, and vendors in good standing are issued a photo School ID and enjoy ongoing and unescorted access privileges within the building, but not necessarily to all areas within the buildings. Granting access to specific areas with access restrictions will depend on an individual's role at the School and is exclusively determined by the relevant School department.

目前注册学生、在职教师和行政人员，授权访客和供应商可以都将获得一张带有本人照片校园卡，并在大楼内享有持续的自由进出权限，但不一定能够进入学院内所有区域。是否被允许进入有出入限制的特定区域将取决于个人在学院的角色，并由学院相关部门全权决定。。

- Physical access to and within the School building is centrally managed using School ID card readers/magnetic locks and turnstiles. There are two types of IDs issued by School: School IDs and Temporary IDs. School IDs facilitate unescorted access to and within the School

building. As the name implies, Temporary IDs are temporary and are only valid on the day they are issued. Temporary IDs are issued also to employees or individuals with active School ID status when they forget to carry their original School ID card or have lost it.

学院通过校园卡门禁读卡器/电磁锁和闸机对校园卡的物理权限进行集中管理。学院发放的授权卡片有两种：校园卡和临时卡。校园卡根据人员所属的不同类别进行发放。顾名思义，临时卡是临时的，仅在发放当天有效，但是临时卡仅仅对具备有效校园卡身份的人员，在其原有卡片丢失或者忘带的情况下发放。

- School IDs are for the exclusive use of the individual to whom it was issued. Individuals are never permitted to lend their School IDs to anyone, or to use their ID to facilitate access for anyone other than the legitimate ID holder.

校园卡仅可供获其持卡人本人使用。个人不得将其校园卡借给他人，或使用其校园卡为除合法校园卡持卡人以外的任何人访问学院提供便利。

- All members of the Tianjin Juilliard Community must show their ID to any School official or Public Safety Officer upon request.

当学院管理人员或安保人员要求时，天津茱莉亚学院的所有成员必须配合并向其出示本人的校园卡。

- All members of the Tianjin Juilliard Community should always have their ID with them while inside the School building.

天津茱莉亚学院所有成员在学院内时应始终携带自己的校园卡。

## School ID Display

### 校园卡出示

- All Members of the Tianjin Juilliard Community are encouraged to display their ID while inside the School building.

鼓励天津茱莉亚学院所有成员在学院时将自己的校园卡佩戴在明显位置。

- School IDs should not be displayed outside the School building.

校园卡在学院以外应谨慎出示。

## School ID and Practice Rooms

### 校园卡排练室使用

Practice rooms also utilize a centralized access control system as part of the reservation process. Students and faculty who reserve a practice room must swipe their School ID at the card reader located on the door of each room in order to gain access to the room.

根据预约流程，排练室也由集中门禁系统控制其进入的权限。预约排练室的学生及教师需在每间教室门处读卡器上刷校园卡方可进入教室。请注意，贴纸和临时卡没有被授权进入排练室。

## ID Administration

### 校园卡管理

- Individuals who have forgotten or misplaced their School ID must register at the Building Entrance by security guards checking identity and request a Temporary ID with basic access from Main Reception at the lobby. A separate Temporary ID will be issued each day.

忘带校园卡的人员，则需向在校园入口处由安保人员确认其身份与登记，并在学院大厅前台处办理具备基本权限的临时卡。每天将发放一张当天有效的临时卡。

- Lost or stolen School ID should be reported immediately to the Facilities and Public Safety Department so that it will be immediately deactivated.

若校园卡遗失或被盗，应立即向公共安全办公室报告以停用。

- Replacements School ID are obtained through the Facilities and Public Safety Department. The replacement cost, including a new lanyard and card holder case, is RMB 250, which needs to be paid to School Finance and receipt of the payment must be provided to Facilities and Public Safety.

重新办理校园卡应通过设施和公共安全部门进行。重新办理校园卡的费用为人民币 250 元，包括新的挂绳和校园卡套，申请人需要在学校财务处支付校园卡重新办理费用并向设施和公共安全部门提供相应的收据。

- Individuals who have requested a Temporary ID on three separate days AND have not used their School IDs since the first request will have their School IDs permanently deactivated.

若学院校园卡的持卡人累计三天申请临时卡，但自第一次申请后一直并未使用过其校园卡，则其校园卡将永久失效。

- Any School ID that has been inactive for one year will be permanently deactivated. Exceptions may be allowed for an unspecified period if the ID holder's department supports this individual maintaining ongoing access privileges.

除非校园卡持卡人部门要求未该持卡人保留其校园卡的权限，任何一年内未使用过的校园卡将被永久停用。

- Once a School ID has been issued it must be returned to the School at the conclusion of the contract or when access privileges are no longer required, whichever comes first.

当校园卡访问学院的权限不再需要或者持卡人和学院的合同关系结束时，持卡人必须将校园卡归还给学院。