

Access Keys (*1) will be issued to those who have attended the Center Orientation, for the periods indicated below

Faculty & administrative staff			
Kyoto University	Faculty and administrative staff of Unit of Design member departments (*2) and the Collaborative Graduate Program in Design, and Program Supervisor/Advisors	Staff ID (*4)	Following orientation
	Faculty and administrative staff of other departments (*3)		Following orientation, until March 31
Other institutions	Design Program Supervisor	Card Key (*6)	Following orientation
	Other personnel (*3)		Following orientation, until March 31

Students (Authorization from a supervising faculty member is required)			
Kyoto University	Collaborative Graduate Program in Design Students (Regular Course)	Student ID (*5)	Following orientation, until completion of the course
	Collaborative Graduate Program in Design Students (Preparatory Course)		Following orientation, until completion of the course
	Other students enrolled in a Program course		Following orientation, until completion of the course
	Other students in Unit of Design member departments		Following orientation, until March 31
	Students in other departments		Supervising faculty must be present at all times
Other institutions	Students enrolled in a Program course	Card Key (*6)	Following orientation, until completion of the course
	Other students	Supervising faculty must be present at all times	

Public			
	Regular project participants	Card key	Following orientation, until completion of the project
	Others	Supervising faculty must be present at all times	

- *1. Access privilege will be registered on the Staff ID/Student ID, or a card key will be issued.
- *2. Graduate School of Informatics (Dept. of Intelligence Science and Technology, Dept. of Social Informatics, Dept. of Applied Mathematics and Physics, Dept. of Systems Science, Dept. of Communication and Computer Engineering), Graduate School of Engineering (Dept. of Mechanical Engineering and Science, Dept. of Micro Engineering, Dept. Aeronautics and Astronautics, Dept. of Architecture and Architectural Engineering), Graduate School of Management (Dept. of Management), and Graduate School of Education (Dept. of Education).
- *3. Personnel authorized by the Unit of Design Management Committee (or Unit Director or Center Director).
- *4. Registered Staff ID cards have access to the Center 24 hrs/day
- *5. Registered Student ID cards are authorized access between 8:45 a.m. and 6 p.m. only.
Authorization will be terminated during leaves of absence.
- *6. Card keys are authorized access between 8:45 a.m. and 6 p.m. only.

Requirements for Use of Design Fabrication Center Equipment

Step 1	To use the Center Attendance of Center Orientation required. 10-15 min. Center Orientations are held at the Fabrication Center. All participants should attend the same orientation session at the beginning of their event/project.
Step 2	To use Center equipment All students must carry Gakkensai (Personal Accident Insurance for Students Pursuing Education and Attendance of safety tutorials is required. Please refer to the separate schedule of safety tutorials for each equipment classification.
Step 3	To use the CNC milling machine Attendance of a high-risk machinery safety tutorial is required.

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