CityU EE Dept Magnetic Card Access System Application Form

Laboratory provides a non-office hour Magnetic Card Access System for final year project students who require **INTENSIVE WORK** in the Lab without any supervision of Lab Staff. **Project supervisors please justify the needs of the students for applying for a Magnetic Card Access System.** Please supply the following details,

* Valid entry for Magnetic Card Access System:
  Monday to Sunday :8:30 am – 11:00 pm

<table>
<thead>
<tr>
<th>Student Name</th>
<th>: __________________________________________</th>
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<tr>
<td>Student I.D No.</td>
<td>: __________________________________________</td>
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<tr>
<td>Contact Tel. No.</td>
<td>: __________________________________________</td>
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<td>Course,Year</td>
<td>: __________________________________________</td>
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<td>Project Title</td>
<td>: __________________________________________</td>
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<tr>
<td>Name of Supervisor</td>
<td>: __________________________________________</td>
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<td>Supervisor Signature</td>
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<td>Date</td>
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**Regulations of using CityU-EE Dept Magnetic Card Access System**

1. Valid entry only for Magnetic Card Access System - Monday to Sunday: 8:30 am - 11:00 P.M..

2. All City University regulations apply to all EE laboratories.

3. The users will have to apply for an EE Laboratory Access System through the laboratory staff; the Laboratory Director has full authority to reject the application.

4. When accessing the laboratory during non-office hours, authorized users should use the Magnetic Card to enter the laboratory.

5. Only one authorized user is allowed to access the laboratory at one time. Every user is responsible to report any illegal intruders during non-office use.

6. The University campus closes at 11:00pm; all users have to leave the EE laboratory before the campus closing time.

7. There will NOT be any technical support during the non-scheduled laboratory opening time. Users should consult, before using the equipment, the laboratory staff during office hour. Do NOT tamper with any installed equipment setup or power off any equipment/workstations without prior approval.

8. In case of emergency, user should contact the emergency team at ext. 8888. Users should report the location and detail of the emergency clearly.

9. The Personal Alarm System (PAS) is installed at the door entrance of Laboratory. In case of emergency, personal may press the PANIC Button on the base unit of PAS. The University Security Office will be notified automatically through telephone line.

10. Playing, eating, drinking and games are strictly prohibited in the Laboratory.

11. The activities and events inside the laboratory will be tape-recorded. Any Finding of violation of the regulations will cause void of using this system.

Student Name: ______________ Supervisor Name: ______________

Student Signature: __________ Supervisor Signature: __________

Student copy
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Staff copy