**Interdisciplinary Division of Aeronautical and Aviation Engineering**

**AAE Student Project Lab Computers Reservation Form**

*Notes: This form is to be completed by students for reserving computers at Room QT004b for any projects that require large computations (i.e. FYP Projects).* ***After completion, the student should submit this form to Ms. Jasmine Choi by email (***[***jasmine.choi@polyu.edu.hk***](mailto:jasmine.choi@polyu.edu.hk)***)****.*

|  |  |
| --- | --- |
| Name of Applicant  (State Project Name or FYP Number) |  |
| Reservation Period  (Up to 72 hours)  *Note: Require HoD endorsement for more than 72 hours reservation* |  |
| Justification |  |

***Endorsed*** */ ~~Not Endorsed~~\** by ***HoD****/Project Supervisor (if any)\**:

Signature (accept electronic endorsement by email):

( )

Date: \_\_\_\_

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For Office’s Use

**Endorsed** / ~~Not Endorsed~~ by Division:

Stamp by Division: Date: \_ \_\_\_

Approved Computer Inventory Number: IT-17-0005882\_

Computer Reservation Policy

* The computer reservation policy is only valid during online teaching period (according to university arrangement).
* Division only offers FIVE PCs from Student Project Lab for reservation usage.
* Timeslots are reserved on a first-come, first-served basis.
* Upon each approval by the Division, each project can reserve ONE PC up to 72 hours per week. For reservation more than 72 hours, HoD endorsement would be required.
* Completed reservation form needs to be submitted to Ms. Jasmine Choi ([jasmine.choi@polyu.edu.hk](mailto:jasmine.choi@polyu.edu.hk)) at least 48 hours in advance and no more than 7 days in advance of the request date.
* Any computer reservation authorized by the Division will be taped with an approved reservation form on the monitor.
* Our lab officer will log out the PC if he/she found any usage exceeds the reservation period.
* Users should backup data or files regularly. All data will be erased after the PC powers off, logs out, or reboots. Division does not responsible for any loss of data.
* Any violation of the lab regulation or reservation policy will be penalized as stipulated in the AAE Student Project Lab regulations.