

**Department 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) <i>Note: Require HoD endorsement for more than 72 hours reservation</i>	
Justification	

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

Signature (accept electronic endorsement by email): \_\_\_\_\_  
( )

Date: \_\_\_\_\_

\*\*\*\*\*

For Office's Use

Endorsed / ~~Not Endorsed~~ by Division:

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

Approved Computer Inventory Number: \_\_\_\_\_

## 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.