

Department of Mechanical Engineering, The University of Hong Kong

Temporary Card Application Form

Regulation for the Application and Use of Temporary Card

1. This application form is designated for individuals who do not possess a staff or student card from the University of Hong Kong. Users must complete this form to apply for the Temporary Card. Submit the completed form to the responsible staff in the Technical Staff Office (HW731) or General Office (HW717) on the 7th floor of the Haking Wong Building.
2. Users must pay a \$100 deposit for the Temporary Card. The deposit is refundable upon the return of the card, provided the user has not violated any rules or regulations of the Department and the University prior to its return.
3. The Department reserves the right to request the user return the Temporary Card at any time.
4. Newly joined staff or students who have not yet received their official staff or student card may apply for a temporary card using this form. Once the official card is obtained, the temporary card must be returned immediately.
5. Use of Temporary Card should be on temporary basis, which is valid for six months. Users should contact the responsible staff for an extension if necessary.
6. After obtaining the Temporary Card, users must complete required procedures, such as safety training and safety declaration, before being granted access to any premises within the Department of Mechanical Engineering. Contact the technical staff-in-charge of the premises for further details.
7. The Temporary Card remains the property of the Department of Mechanical Engineering, University of Hong Kong.
8. The Temporary Card is non-transferable. If the Department discovers that the card has been passed to another individual, the user's access will be revoked, and the deposit for the card will not be refunded.
9. Users must adhere to University Regulations and assume responsibility for all materials checked out using the Temporary Card.
10. Access to facilities is limited to those approved for the holder of the Temporary Card. Each person is allowed to hold only one card.
11. Non-HKU employees or students should be aware that HKU may not provide insurance coverage for their work in HKU. They are advised to consult their associated institute or company before starting their work in HKU.
12. In the event of losing the Temporary Card, the user must promptly notify the Department of Mechanical Engineering. User may be held responsible for any unauthorized use of the card until the loss is reported, and a replacement fee may be charged for a new card.
13. An electronic copy of this form is available at <http://me.hku.hk/eform/igapplytempcard.pdf>.

Part I: Particulars of the applicant

Name: _____ Phone No: _____

Email: _____ HKU ID / HKID /Passport No: _____

Category (tick as appropriate):

HKU staff/student, e.g. UG, TPG, RPG, PDF, Research Associate, Research Staff, etc.

HKU honorary staff.

Visiting Scholar, visitor, name of corresponding institute: _____

Name of the accountable academic staff: _____

Expected day of returning the Temporary Card: _____ (DD/MM/YYYY)
(see #5 of the regulation above.)

Part II: Statement by the Applicant

For office use:
Ref. #: _____

Reason for the application:

- I newly joined HKU as staff/students and my official staff/student card has not been received yet. I apply the card for temporary use. Once the official card is obtained, the temporary card will be returned immediately.
- I am honorary employed / am not employed as a HKU staff/student, therefore I do not have a HKU staff/student card. I want to use this temporary card for entering the premises and facilities of Department of Mechanical Engineering for my visit and/or for my work.
- Other: _____

I, _____ have well-received the card from the department. I hereby declare that I have carefully read and will follow the **Regulation for the Application and Use of Temporary Card** in this form accordingly when using the card. I have noted that, by violating the regulation, my right to use the card will be revoked and the deposit will not be refunded.

Signature of Applicant

Date

Part III: Endorsement by Academic Staff

I, being the accountable person of the applicant, endorse the application.

Signature of Academic Staff

Date

For Office use

Temporary card #: _____ Card ID: _____

Amount of the deposit received: _____

Name of the administrative staff: _____

Date of application: _____

Returning of the temporary card

Date of return: _____

Endorsement by the application for receiving the deposit: _____

Amount of the deposit received: _____

Name of the administrative staff who received the card and returning the deposit: _____