

國際人工智慧管理研究所
所辦筆電借用申請表
IAI Application Form for Laptop

申請人 Application	姓名 Name	
	學號 Student ID	
	班級 Class	
	連絡電話 Phone number	
	申請日期 Date of application	
	歸還日期 Date of Return	
	借用目的 Purpose of borrowing	
	申請人簽名 Applicant's signature	
	簽核 Signature	所辦核章 Assistant's signature
所長核章 Director's signature		

注意事項

- 適用對象： 未申請到 MB107 座位之學生。
- 借用條件：
 - 借用前需填寫借用申請表，經系所主管核准後方可借用。
 - 借用期限為一學期，需在期限屆滿前歸還。
- 借用程序：
 - 填寫借用申請表格，包括借用日期、歸還日期、借用目的等資訊。
 - 申請表需提交至系所辦公室，由系所主管進行審核。
 - 審核通過後，系所辦公室發放筆電並記錄借用資訊。
- 注意事項：
 - 借用者應善盡保管之責，如有遺失或損壞需負相關責任。
 - 借用者應合理使用筆電，不得私自更改系統設定或安裝未經授權的軟體。
 - 系所保有隨時收回筆電的權利，並應在事先通知借用者。
- 歸還程序：
 - 借用期滿後，借用者應將筆電歸還至系所辦公室。
 - 系所辦公室應確認筆電的狀態並記錄歸還日期。
- 違規處理：
 - 如借用者違反相關規定，系所有權終止其借用資格，並要求立即歸還筆電。
 - 違規行為可能導致借用者未來的借用申請被拒絕。

Attention:

Applicable Subjects: Students who have not applied for position MB107.

Borrowing Conditions:

- Before borrowing, the borrower must fill out the borrowing application form, which must be approved by the department supervisor before borrowing.
- The borrowing period is one semester, and the laptop must be returned before the deadline
- Borrowing Procedure:
 - Complete the borrowing application form, including information such as borrowing date, return date, and purpose of borrowing.
 - Submit the application form to the department office for review by the department supervisor.
 - Upon approval, the department office will issue the laptop and record the borrowing information.

Notes:

- **The borrower is responsible for the proper care of the laptop and will be held liable for any loss or damage incurred.**
- The borrower must use the laptop reasonably and is prohibited from making unauthorized changes to system settings or installing unauthorized software.
- The department reserves the right to reclaim the laptop at any time, with prior notification to the borrower.

Return Procedure:

- At the end of the borrowing period, the borrower must return the laptop to the department office.
- The department office will verify the condition of the laptop and record the return date.

Violation Handling:

- In the event of a violation of relevant regulations, the department reserves the right to terminate the borrower's borrowing privileges and demand immediate return of the laptop.
- Violations may result in the rejection of future borrowing applications by the borrower.