國際人工智慧管理研究所

所辦電腦借用申請表

IAI Application Form for Laptop

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| 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Applicantt’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.
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