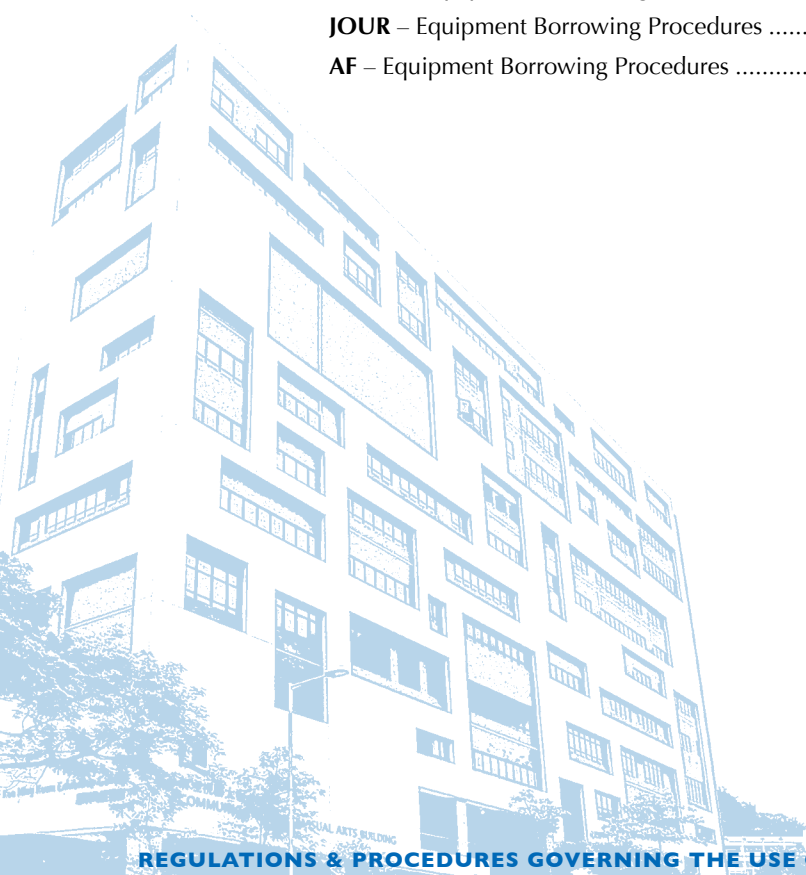


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Facilities Usage Regulations

Overview

It is the School policy that every member of our school community has a right to use the CVA building facilities and use them as necessary in support of his/her legitimate academic and administrative needs. All facilities at the CVA building are School and the University owned. These resources are to be used to further the school's mission of teaching, learning, the advancement of knowledge and community services. The School encourages students and staff to use the resources effectively. Users should comply with the booking procedures and approach the supporting staff of related departments or offices for availability and permission.

The set of regulations covers the use of all its facilities, by staff, students and any other person authorized to use them. Anyone using the School resources must adhere to the policies and the regulation. Under no circumstances is the user engage in any activity that is illegal or that is against School's rules and regulations while utilizing the resources.

The purpose of this document is to outline general principles and to provide a general rules and regulations relative to the use of the School facilities. Users that are granted permission to use the facilities will be expected to comply with these rules and regulations.

Any complaint related to the regulations should be reported to the affiliated party and, if necessary, the Department Heads or Programme Directors. If a resolution is not mutually agreed to, the Department Heads or Programme Director will forward the complaint to the Technology and Space Management Committee which will review the complaint and make recommendations to the Department Heads or Programme Directors.



Regulations Applicable to the Use of Laboratory





COMD – Laboratory Regulations

Users need to observe the following rules in addition to University regulations. Please check the notice boards and email for important announcements.

- Opening hours: Monday to Saturday 9:00 to 22:00, close on Sunday and Public holidays.
- All School of Communication students can use the lab for schoolwork. Student ID card is needed to access the lab.
- Self-Discipline is highly required. It is important to make the lab quiet and tidy.
- Users are not allowed to take friends or visitors to the lab.
- No smoking, food and drinks in the laboratory area.
- Do not install any software to the computers without prior permission.
- Backing up file and data with own media frequently. All course-related files will be deleted every Friday at 14:00.
- Do use the equipment in responsible manner. Users are responsible for any damages caused by misuse.
- Hardware or software problems should be reported to the technicians immediately. (email: commmlab@hkbu.edu.hk)
- Use of the lab beyond normal office hours should be kept at a minimum. If users wish to reserve the lab during non-office hours, they must fill out the form "APPLICATION FOR OVERSTAY IN CAMPUS". Application form can be downloaded from <http://www.comm.hkbu.edu.hk/labs/lab-booking-form.pdf>
- Do not adjust the air conditioning.
- Do not share the computer account with others. Users are required to keep their password confidential.
- The instructor's computer is for instructors' use only.
- Telephone is for internal use only.
- Users are responsible for making a virus-free environment.
- Users are responsible for their own belongings.

Printing Policies

- The print quota is not transferable.
- Black and white: Must be course-related, self print service. Print quota: 100 pages per year.
- Color: Must be course-related, self print service, A4 or A3 paper (\$15/page)
- Some courses will provide color prints quota for homework only.

COMS – Laboratory Policies

Users need to observe the following rules in addition to University regulations. Please check the notice boards and email for important announcements.

- Opening hours: Monday to Friday 9:00 to 17:30, Saturday depends on class schedule, close on Sunday and Public holidays.
- All School of Communication students can use these labs and the lab computers are for schoolwork ONLY. Student ID card is needed to access the lab.
- Observe rules of courtesy in the labs. Keep noise levels down as much as possible (music, laughter, yelling, etc). Use headphones while listening to music.
- Priority will always be given for teaching purposes; users can only use these rooms when there is no class scheduled.
- Playing games is not allowed.
- Users are not allowed to take friends or visitors to the lab.
- No food and drinks. Smoking is prohibited in the laboratory area.
- Do not install/remove any files to/from computers without prior permission.
- Do not detach or attach any hardware without permission.
- Users are responsible to observe all copyright laws.
- Users are responsible for backing up files with own media such as flash disks, CDR, USB drives, SD card, etc. All course-related files will be deleted one week after a course finishes.
- Use the equipment in a responsible manner. Do not abuse the equipment or handle it roughly (no slapping, hitting, kicking, bending, tearing, scratching, or shaking the equipment). Users are responsible for any damages caused by misuse.
- Hardware or software problems should be reported to the technicians immediately. Please do not simply shut it down and walk away.
- Use of the lab beyond normal office hours should be kept at a minimum. If users wish to reserve the lab during non-office hours, they must fill out the form "APPLICATION FOR OVERSTAY IN CAMPUS ". Application form can be downloaded from <http://www.coms.hkbu.edu.hk/web-COMS/facilities/index.htm>
- Staying overnight at lab for schoolwork is discouraged. Please try to schedule the work at day time to meet the deadlines.
- Do NOT adjust the air conditioning.
- Do NOT share the computer account with others.
- The dedicated instructor's computer is NOT for student use.



- Lab telephones are for internal (work-related) use only.
- Practice safe computing and ensure a virus-free environment.
- Users will be charged for the replacement cost for any loss/damaged items.
- Be careful of THEFT. Users are responsible for their own belongings.

Printing Policies

- Print quota: 350 black/white printouts in New Media Lab and 350 black/white printouts in Kodak Digital Imaging Center per year.
- Black/ white: Must be course-related, self print service (please use recycled paper)
- Color: Must be course-related, self print service.
- A4 or A3 paper (\$15/page), A2 paper (\$80/page), A1 paper (\$120/page).
- Some courses will provide color prints quota for homework only.



JOUR - Laboratory Regulations

- All School of Communication students can use the labs.
- Opening hours - Monday to Friday 9:00 to 17:30, Saturday 9:00 to 12:30, close on Sunday and Public holidays.
- Student ID card is needed to access the laboratories. Users must not lend the access card to any other persons. The Technical Staff of the Department may require users to show their access cards to verify that they are authorized users. Those who fail to or refuse to show their access cards will be requested to leave the laboratory IMMEDIATELY.
- Use of the lab beyond normal office hours should be kept at a minimum. Users who wish to use it during non-office hours are required to fill out the “Overstay Request Form” at least one working day in advance. Application form can be downloaded from <http://journalism.hkbu.edu.hk/resource/form.php>
- Use of computing equipment in the laboratories is on first-come-first-served basis, and no advance reservation is needed. Therefore, be considerate and logout from the computer system instead of leaving it idle for a long time.
- Computer facilities are allocated to users on the strict understanding that they are to be used solely for academic purposes.
- Users must not damage any facilities in the laboratories.
- Users are required to observe the intellectual property and copyright laws for audio and video materials. Users are held responsible for any consequences arising from illegal uploading and downloading of the copyright-protected audio and video files.
- To prevent theft, keep the laboratory door closed all the time and take care of own personal belongings.
- Users shall take all reasonable steps to avoid wastage of printer resources.
- Keep the laboratories clean and tidy. No food and drinks are allowed. Smoking is prohibited in the laboratory area.
- Clean up the working area before leave. Used paper should be disposed in the trash bin.
- Keep the laboratories quiet.
- Any user who violates the laboratory regulations will be requested to leave the laboratory IMMEDIATELY.



Academy of Film – Laboratory Regulations

1. Users who wish to use the rooms of the Academy of Film will be asked to fill in a Room Booking Form. Applicants should come to the Technical Office - Academy of Film (AFTO) in person with the completed forms for registration procedures.
2. All rooms are divided into four sections every day: 09:00-13:00, 13:00-17:00, 17:00-21:00 and 21:00-09:00 respectively. Due to security reasons and regulation of the Estates Office, users who wish to use the Academy's rooms during non-office hours are required to fill out the 'Overstay Request Form', approved by the AFTO before further approved by the Estates Office. A permit will be given to the users to be posted on the door as a proof of approval. By the Estate Office (E.O.) regulations, all application procedures must be completed before the end of office hours one day before the overstay day. University Security has the right to forbid users entry.
3. Applicant who has booked the room must personally come in to get a room pass. AFTO will chop on the pass and users need to post the room booking application form outside the room.
4. Any room that is not signed in within 15 minutes of the booked time may be loaned to other users.
5. Applicant in person must inspect the condition (quantity and operational functions) of the facilities in the room before using the room. If there was any uncertainty regarding the condition or operation of the facilities, users must inform AFTO immediately.
6. Users are responsible for replacement of any loss or damage equipment found during the period of the room booking.
7. Priority will always be given for teaching purposes; users can only use these rooms when there is no class scheduled.
8. Users need to have Instructor or AFTO presence to use the Studio's control room.
9. AFTO will collect user card for all Studio room booking; the user card will be returned upon his/her signing out of the room.
10. Applications to book all theatres will be administered at the Academy of Film's general office.
11. Applications for Darkroom booking will be administered at the AFTO office.
12. Users must turn off all power source and lights when leaving the room.
13. Eating, drinking and smoking are strictly prohibited in all rooms.
14. Users must maintain personal hygiene and room cleanliness and tidiness.
15. For maintenance of equipment, air-conditioning must be kept ON at all times. For security reasons, all windows and doors must be closed at all times.

16. For room booking, users can download the application forms from <http://af.hkbu.edu.hk/en/document-downloads/index.php>

Regulations for Booking Darkroom

1. Darkroom is on a FIRST COME FIRST SERVE BASIS.
2. NO entry to the Darkroom is allowed without Official User Card.
3. According to the Estate Office safety regulations, users must present valid Facilities User Card before entry to the Darkroom area.
4. Damage and malfunction must be reported immediately to the AFTO.
5. Eating, drinking and smoking are strictly forbidden in ALL areas.
6. All facilities must be cleared up and checked by an Academy of Film Technical Officer after use and before return of User Card.

User Regulations of Computer Labs and Video Editing Labs

1. Please obtain an official permission before using Computer Labs and Video Editing Labs.
2. Before using Computer Labs and Video Editing Labs, please make sure that the work station is in good condition. If you encounter any problem, please contact AF Technical Office.
3. Computer Labs and Video Editing Labs are for works assigned by the Academy of Film. Works assigned by other parties, please submit Special Request for Additional Department Resources.
4. Drinking and Eating is strictly forbidden in the Labs.
5. After use, please turn off the lights, computers, editing machines and closed the door. (Please clear and backup all your data on the Video Disk/Data Disk for the next user.)
6. For Overstay, please submit an Overstay Form before 16:30.
7. Clean up the working area before leave and take care of own personal belongings.
8. Attention: on 28th monthly, all remaining data will be cleared on all hard disks in Computer Labs and Video Editing Labs, please make backup copies. If you need more time, please contact AF Technical Office in advance.

Other notices

1. All applicants must prove that he/she has knowledge on the proper operational functioning and use of the equipment and facilities. The AFTO will provide related training/demonstrations periodically. Users are required to attend; otherwise, they will not be permitted to use the equipment and/or facilities.



2. Applicants are asked to use and look after the equipments and facilities carefully. Once equipments/facilities are signed-out, users must bear full responsibility for the equipments cost of replacement/repair of any damage/loss found thereafter.
3. Please consult with the AFTO should there be any enquiries after browsing through the Academy of Film website and its emails.
4. If, at returning the equipment, AFTO has urgent matter(s) to attend to, the users should leave behind a note, indicating name, time and phone number so that AFTO can contact the users as soon as they get back. Any cases without a note will be treated as overdue.
5. Please refer to the Academy of Film notice board AFTO for any update on equipment borrowing and room booking policy and procedures.
6. Computer animation classroom use is only for students of the animation class, users of special conditions, such as students completing graduation work, may use the room after application and approval, as well as passing qualifying tests.
7. Undergraduates who want to use facilities for Graduates may apply using Special Request for Additional Academy Resources form, and needs to pass qualifying tests to be able to use the related facilities.
8. Users who are found to be using any equipment for personal/ profit earning use, his/ her booking privileges will be terminated immediately.

Academy of Film Technical Office opening hours:

Monday to Friday 9: 00 - 17: 30

Saturdays 9: 00 - 12: 00

Sundays and public holidays: Closed



電影學院 — 借用房間申請程序及需知

1. 申請人使用電影學院之房間請填寫房間借用申請表格，填妥後申請人需連同表格親自前來電影學院技術辦公室辦理手續（只限課程指定可使用之房間）。
2. 所有房間每天分為四節時段，分別為 09:00-13:00，13:00-17:00，17:00-21:00 及 21:00-09:00。因保安理由及物業處的規定，在非辦公室時間使用房間須另外填寫 overstay 申請表，並由電影學院審批再由申請人呈交保安警衛室處理，警衛室會發回一張批准文件給予申請人張貼在房間門外。所有申請程序須於 overstay 前一天辦公時間內完成（按物業處規則而定），沒有 overstay form 大學保安當局有權即時終止申請人借用房間，不得異議。
3. 已預約房間之申請人需在當日親自前來拿取房間借用紙，並須由當值技術人員蓋印作實，方算有效，申請人亦須把房間借用申請表張貼於房間門外。
4. 如逾時超過十五分鐘，房間將撥給其他申請人使用。
5. 申請人在使用房間前，均需檢查清楚器材的數目及操作是否正常，如有問題必須立刻通知電影學院技術辦公室。
6. 使用期間房間內之器材若有損壞或遺失，均須由申請人全數負責及賠償。
7. 所有房間之使用，均以教學用途為優先，申請人只可在非教學時間內使用。
8. 所有Studio 的控制室均需要有老師或技術人員在場方可使用。
9. 所有Studio 的借用，電影學院技術辦公室(Academy of Film, Technical Office)均會收取申請人之使用證，待交還沒有遺失及損壞的房間後即獲發還。
10. 所有 Theatre 的借用申請，均由本電影學院辦公室處理。
11. 所有沖曬黑房之借用申請均由電影學院技術辦公室處理。
12. 申請人在離開房間時必須把所有器材熄掉及關燈。
13. 所有房間嚴禁大聲喧嘩、吸煙及飲食。
14. 申請人須保持個人衛生及房間整潔，離開前必須清理一切個人物件。
15. 為使器材能正常運作，冷氣必須保持長期開放，也因保安上的理由，房間門窗需長期保持關閉。
16. 申請表格可於以下網址下載 <http://af.hkbu.edu.hk/en/document-downloads/index.php>

沖曬黑房之借用

1. 沖曬黑房以先到先得方式開放。
2. 完成本電影學院攝影課程，申請人出示有效使用證，便可到沖曬黑房工作。
3. 為符合安全守則，申請人需出示有效使用證 (Facilities User Card)。



4. 任何損壞請即通知電影學院技術辦公室 (Academy of Film, Technical Office)。
5. 所有房間嚴禁大聲喧嘩、吸煙及飲食。
6. 離開前清理一切個人物件, 通知電影學院技術辦公室 (Academy of Film, Technical Office) 作最後檢查。

電腦剪接室及電腦室使用守則

1. 進入剪接室前, 必須得到批准方可使用。
2. 使用電腦剪接室及電腦室時必須注意電腦與剪接平台器材是否運作正常, 如有問題請通知技術辦公室 (Technical Office)。
3. 剪接室只供作電影電視系功課使用, 其他功課需要得到部門批准方可使用。
4. 剪接室內嚴禁飲食。
5. 使用後請把燈、電腦、剪接器材的電源及門關上, (並將 Video Disk 或 Data Disk 上檔案清除, 以便下一使用者使用)。
6. 如需要通宵使用剪接室, 必須於當日下午四時三十分前完成通宵使用申請, 方可繼續使用。
7. 使用完畢離開時, 請將帶來雜物帶走, 否則清理時不作另行通知。
8. **【注意】** 在每月 28 號, 剪接室電腦及電腦室將進行檔案清除, 請使用者及早備份或預早通知技術辦公室 (Technical Office) 因情況以予特別處理。

其他須知

1. 所有申請人必須證明已具備正確使用所須器材及設施的知識, 電影學院技術辦公室 (Academy of Film Technical Office) 亦會不定期提供有關訓練課程, 學生必須出席, 否則將不獲准使用該設施及器材。
2. 申請人需小心使用及保管器材以確保自己及同學的利益。當器材一經借出, 該申請人必須負上保管所借用的器材的責任, 若有任何損壞及遺失則由該名申請人負責。
3. 申請人在查閱電影學院技術辦公室網頁及其電子郵件後如對其申請有任何疑問, 請從速到電影學院技術辦公室 (Academy of Film, Technical Office) 查詢。
4. 申請人還機時, 若遇到技術人員有緊急事情需外出工作, 請留下便條, 並註明姓名、時間及聯絡電話, 以便技術人員能盡快與閣下聯絡, 如未有留下便條則當作遲還處理。
5. 有關最新之借用房間及設施申請程序及須知, 申請人需留意張貼於電影學院技術辦公室 (Academy of Film, Technical Office) 之最新通告。
6. 使用電腦動畫課室之同學, 必須是正修讀動畫課之學生, 特殊情況之使用者, 例如: 非修讀動畫課期間但要使用電腦完成畢業作品者, 經過申請使用房間及獲批准, 以及通過使用測試合格者, 方能使用。

7. 本科生同學如欲使用研究生課室設施，必須以額外資源申請表 (Special Request for Additional Academy Resources) 來申請，並需要通過使用測試合格方能使用有關設施。
8. 如學生借出器材作私人用途，一經證實將不能再借用本電影學院器材及房間設施。

技術辦公室的辦公時間：

星期一至五 9:00 — 17:30

星期六 9:00 — 12:00

星期日及公眾假期休息





Application for

Equipment Borrowing

COMS - Equipment Borrowing Procedure

For Staff:

All equipments are only for teaching purpose only

1. Staff must check the availability of the equipment with technical officer.
2. Fill in the relevant Equipment Borrow Form. Application form can be downloaded from <http://www.coms.hkbu.edu.hk/web-COMS/facilities/index.htm>
3. Brief instruction will be introduced during checking out the equipment.
4. Staff must return the equipment on time.
5. Technical officer will check the returned equipment.
6. Check out and return equipment in person is a must.

For Student:

All equipments are only for course related work

1. Student must check the availability of the equipment with technical officer.
2. Fill in the relevant Equipment Borrow Form. (at least one day in advance)
Application form can be downloaded from <http://www.coms.hkbu.edu.hk/web-COMS/facilities/index.htm>
3. Brief instruction will be introduced during checking out the equipment.
4. Student must return the equipment on time.
5. Technical officer will check the returned equipment.
6. Check out and return equipment in person is a must.



JOUR –Equipment Borrowing Procedure

1. To borrow equipment, applicants must fill in the equipment request form. Application form can be downloaded from <http://journalism.hkbu.edu.hk/resource/form.php>
2. Equipment is used for coursework only, using the equipment for other purpose is strictly forbidden.
3. Applicants can borrow the equipment for five days at a time. An extension of extra five days will be approved if there were no other reservation for the borrowed equipment. The renewal procedure should be done by the applicant in person and can only renew once.
4. Check-out and return must be done by the applicant in person at the time and date requested.
5. Applicants must safe guard their own borrowed equipment with no transfer to other users allowed.
6. Applicants are responsible for making sure that the quantity of the equipment and verify all the equipment is operating properly. If problem found, consult the Technical Officer immediately regarding the condition/operation of the equipment. Applicant in person must sign the application form to complete the checkout procedure.
7. If any damage/loss/overdue was found upon the returning of the equipment, the applicant must file an equipment damage/loss report.
8. The applicants hold responsibility for the total cost of the replacement/repair of the damaged/lost equipment. In addition, the applicant will be put on record, repeat offenders will be penalized.
9. Applicants should provide a written explanation for late returns. A guarantee letter is needed for next time application.
10. Applicants should leave behind a note, indicating name, time and phone number while the Technical Officer is not around upon returning the equipment. Any cases without a note will be treated as overdue. (Telephone message does not count)
11. Should there be any concern or disagreement regarding the responsibility/amount of compensation for the damaged/lost equipment, applicants should contact the respective course instructors in one week.
12. Before the matter of compensation is concluded, applicants should have the permission from the related course instructor before borrowing any equipment.
13. Applicant should safe guard the equipment by using the protective case. Failure to do this may be penalized and a written explanation is needed.
14. Applicant should come to the Technical Office in person with the completed forms for registration procedures during the office hours. Monday to Friday 9:30 to 17:00, close on Saturday, Sunday and public holidays.

新聞系攝錄及錄音器材借用須知

1. 出機時請填妥表格，申請表格可於以下網址下載 <http://journalism.hkbu.edu.hk/resource/form.php>。
2. 借出器材不得用作私人用途。
3. 申請人每次可以借用器材前後共5天，如器材沒有其他申請人借用，則可以繼續多借5天（最多可續借一次），但必須親自辦理續借手續。
4. 借用之器材須在指定時間內親自歸還。
5. 申請人借用之器材不得私下轉手借給其他人或非本校人仕使用。
6. 在出機時，請親自點算清楚器材數量及進行測試，確保一切正常無損。測試妥當後，請在出機紙上簽名。一旦發現器材損壞，須儘快通知技術員。
7. 還機時，如發現器材有遺失及損壞，申請人須要填寫報告。
8. 機件如有損壞，申請人則需要負上賠償之責任，並且留下紀錄，再犯者嚴懲。
9. 如未能於指定時間內歸還，申請人需作出書面解釋，下次出機時須填寫保證書。
10. 申請人還機時，若遇到技術員出外工作，請留下便條，並註明姓名，時間及聯絡電話，以便技術員儘快聯絡閣下，如未有留下便條則當作遲還處理。（電話留言不計算在內。）
11. 申請人如對賠償有任何問題，需於一星期內親自與廣播專業課程統籌老師聯絡。
12. 賠償處理期間，須得到有關老師同意，方可繼續借用器材。
13. 如有發現攝錄器材在運送時沒有使用保護箱，需作出書面解釋，並接受處分。
14. 出機時間為星期一至五上午九時三十分至下午五時正，星期六、日及公眾假期暫停。





Academy of Film - Application for Equipment Borrowing

1. To borrow equipment from the Academy of Film, users must fill in suitable equipment request form, at least one day before check-out date, through the online Academy of Film Technical Office (AFTO) website at: <http://af.hkbu.edu.hk>
2. All applications will be promptly handled. Applicants will be informed whether or not the application is successful by e-mail. Make sure that your application has been accepted BEFORE checking-out the equipment. Normal application procedure for general schoolwork takes one working day. For Special Request for Additional Academy Resources (varies from case to case), application procedure will take one to three working days.
3. Fill in the application form with the correct information, the AF Technical Office reserves the right to reject any application that contains incorrect information.
4. The type of equipment, quantity, and borrowing duration for each user will be determined by respective course instructors.
5. Each quota can only be used for the respective course subject. No merging quotas between subjects.
6. Equipment quota is assigned to specific students for each subject. Borrowing the equipment under other user's name is forbidden.
7. Equipment is used for coursework only, using the equipment for other purposes is strictly forbidden. Users should fill out the 'Special Request for Additional Academy Resources' forms for such purposes.

Check-out Procedure

1. Check-out and Return must be done by the applicant in person at the time and date requested. The application will be cancelled if the applicants are more than 15 minutes late.
2. Users must bring a valid Facilities User Card. Users without valid user cards are not allowed to borrow any equipment from AFTO. User card will be kept by the AFTO for the period of checkout and will be returned upon the safe and complete return of the equipment.
3. Applicants are responsible for making sure that the quantity of the equipment and their respective pin numbers are the same as those on the checkout form. Verify that all the equipment is operating properly. For any questions and problems, please consult the Technical Officer immediately regarding the condition/operation of the equipment. If there was no problem, applicant in person must sign the application form to complete the checkout procedure.
4. Users must verify the used quota and any leftover quota, if any. And complete by signing the form.

5. Applicants must safe guard their own borrowed equipment with no transfer to other users allowed.

Equipment Returning Procedure

1. Applicants must come to the AFTO for equipment return in person at the time and date stated on the application form. If the applicants were late, it will be considered as late return. (please see Penalty of Overdue)
2. Applicants will test the equipment, as well as to prove that the equipment is in good conditions, and the quantity of equipment is as stated on the equipment sign out form. If damage/loss was found, applicants will need to file a damage/loss report. His/her user card will be seized until the whole reporting/repairing/replacement process is finished.
3. Upon the safe return of all borrowed equipment, Facilities User Card will be returned to the applicant.
4. If the applicant could not return to school due to accident/illness, he/she may authorize another student to return the equipment. The authorized users must bring the authorized true copy of the doctor's letter, as well as the authorization letter.

Equipment Damage, Loss or Overdue

1. When one item of the equipment is not returned, it will be regarded as the whole lot not returned.
2. If any damage/loss/overdue was found upon the returning of the equipment, the applicant must first file an equipment damage/loss/overdue report. The applicant will be responsible for any repair at the authorized dealer. The applicant will also be responsible for replacing any lost of equipment. All the applicant's booking privileges within the Academy will be on hold until matter settled.
3. If the applicant agreed that the damage/loss is due to his/her own fault, he/she must hold responsibility for the total cost of the replacement/repair of the damaged/loss equipment.
4. Should there be any concern or disagreement regarding the responsibility/amount of compensation for the damage/loss, the Compensation Committee will make the final judgment after a thorough consideration of the case.
5. Users must return the equipment on time; privileges in using any facilities will be suspended immediately upon late returns. In addition, late returns will be put on record, and the number of days will be treated as a reference for penalization.
6. Users are responsible for the total purchase and/or service of the equipments borrowed.
7. Applicant's right to borrow equipment and room booking facility will be suspended until the matter of compensation is concluded.



8. If the user could show proof of service being made to the damaged equipment/ purchase bill to compensate for lost equipment, he/she can temporarily has his/her booking privilege release.
9. Users are responsible for the return of the serviced equipment to the Academy of Film Technical Office.

Other notices

1. All applicants must prove that he/she has knowledge on the proper operational functioning and use of the equipment and facilities. The AFTO will provide related training/demonstrations periodically. Users are required to attend; otherwise, they will not be permitted to use the equipment and/or facilities.
2. Applicants are asked to use and look after the equipments and facilities carefully. Once equipments/facilities are signed-out, users must bear full responsibility for the equipments cost of replacement/repair of any damage/loss found thereafter.
3. Please consult with the AFTO should there be any enquiries after browsing through the Academy of Film website and its emails.
4. If, at returning the equipment, AFTO has urgent matter(s) to attend to, the users should leave behind a note, indicating name, time and phone number so that AFTO can contact the users as soon as they get back. Any cases without a note will be treated as overdue.
5. Please refer to the Academy of Film notice board AFTO for any update on equipment borrowing and room booking policy and procedures.
6. Computer animation classroom use is only for students of the animation class, users of special conditions, such as students completing graduation work, may use the room after application and approval, as well as passing qualifying tests.
7. Undergraduates who want to use facilities for Graduates may apply using Special Request for Additional Academy Resources form, and needs to pass qualifying tests to be able to use the related facilities.
8. Users who are found to be using any equipment for personal/profit earning use, his/her booking privileges will be terminated immediately.

Academy of Film Technical Office opening hours:

Monday to Friday 9: 00 - 17: 30

Saturdays 9: 00 - 12: 00

Sundays and public holidays: Closed

Equipment Return schedule:

Monday to Friday 9: 30 - 12: 30

Equipment Check Out time:

Monday to Friday 14: 15 - 16: 15

Penalty for Late Returns

1. Late within 24 hours: Practice work or graduation work grade reduced by one grade, e.g. Grade A falls to Grade B.
2. Late within 36 hours, grade reduced by two grades, e.g. Grade A falls to Grade C, Grade B falls to Grade D.
3. Late within 48 hours, grades for the work will be reduced to Grade F.

If the equipment is returned late due to accident or user fallen sick, the user may apply for exemption of grade reduction. The exemption letter must be approved by the related course instructor and must be photocopied for the AFTO. The letter should list, in details, the reason and proof, if any; for example, medical certificate and supporting documents.

Special Request for Additional Academy Resources (Special Approval)

1. Download Special Approval Form from: <http://af.hkbu.edu.hk>
2. Fill in the forms and prepare all the required documents, applicant must get all the documents ready before handing it in AFTO.
3. Applications will be dealt with at 17:00 everyday, result will be sent to individuals within two working days.

Regulations for Borrowing Photographic Equipment

1. Photo equipment can only be borrowed for one week at a time, i.e. this Monday to next Monday. An extension of one extra week will be approved if there were no other reservation for your borrowed equipment.
2. Fill in the booking form online at: <http://af.hkbu.edu.hk>
3. User must bring back the borrowed equipment to AFTO for inspection before the Renewal is confirmed.
4. After TWO weeks of borrowing, all equipment must be returned to AFTO with no exception.



電影學院 — 借用器材申請

1. 使用電影學院之器材須先在出機前一天在互聯網內的電影學院技術辦公室網頁填上適當的設備申請表，網址為：<http://af.hkbu.edu.hk>
2. 所有的申請會在辦公時間內處理，結果會以電郵方式通知申請人。出機前請確定申請被接納。一般功課出機申請需時一個工作天，額外資源申請 (Special Approval) 需要一至三個工作天 (視乎申請項目而定)。
3. 申請人需填上正確資料，若資料不正確或不齊全該申請將不會受理，而不作另行通知。
4. 每個學期各學科器材的借用期長短、機種及配額等則由該課程老師作分配。
5. 每科配額只供該科目使用，不能撥作其他科目的配額合併計算。
6. 每個同學的每科配額只供該指定同學使用，不能轉借給其他同學。
7. 上堂授課期間所有器材，不能外借作獨立習作之用，電影學院內備有額外資源申請表格 (Special Request for Additional Academy Resources) 供獨立習作申請之用。

出機須知及程序

1. 申請人必須根據出機紙上的日期及時間親自前來辦理出機手續，若逾時十五分鐘，電影學院技術辦公室 (Academy of Film, Technical Office) 有權拒絕辦理該次出機手續，申請人需重新申請。
2. 申請人必須帶同有效的使用證前來辦理出機手續，沒有使用證的學生均不能借用本電影學院器材，出機期內使用證會被收取，還機後沒有損壞及遺失的情況下會被發還。
3. 所有申請人在出機時必須檢查清楚所出器材的數目及編號是否跟出機紙上一樣正確，運作是否正常，若有任何問題必須當面向當值技術人員提出，申請人在申請表上簽名作實之後，一切借出器材之損壞及遺失將由申請人全數負責 (包括檢查費)，出機手續才告完成。
4. 申請人每次出機必須在該科目的配額表核實使用配額及剩餘配額，並須簽名作實。
5. 申請人要負責保管好一切器材。不可將器材轉借他人。

還機需知及程序

1. 申請人必須根據出機紙上的日期及時間親自前來辦理還機手續，逾時當作遲還處理。
2. 申請人在還機時會被要求對所借用的器材作出測試，所還的器材必須運作正常及數目正確無誤。
3. 若沒有遺失或損壞，待還機手續完成後申請人將被發還使用證。
4. 如因病或意外不能回校交還器材，可以書面授權同學代還。代還之同學必須出示不能回校之同學的有關醫生證明或報案文件，以及該同學的授權書。

器材損壞/遺失/遲還

1. 每個項目，一件未還當是整個項目全部未還。
2. 若有器材損壞/遺失/遲還/運作不正常，申請人必須先填寫損壞/遺失/遲還報告，然後將損壞的器材送到原廠修理。至於遺失了的器材，申請人需全數負責購回歸還電影學院。事情未了結之前，申請人一切借機、借房之活動將被暫停或取消，使用證也不會被發還直至事情處理完畢。
3. 若果損壞/遺失之器材是基於申請人自己的過失，申請人需負責所損壞/遺失器材之維修或賠償處理及全部費用。
4. 申請人如對賠償方面有任何問題或異議，事情會轉交賠償委員會裁決賠償責任。
5. 申請人須準時交還所借用的器材，遲還者即時被停止使用所有器材及房間並且受成績降級之處分。
6. 申請人需負責全數購回遺失器材及一切原廠維修費及檢查費用。
7. 申請人會被暫停借用器材及房間設施使用的權利，直至全數購回及維修結束。
8. 申請人向技術辦公室出示維修或訂貨單據，可以暫時恢復借用器材及房間設施。
9. 維修完的器材申請人須負責歸還 “電影學院技術辦公室” (Academy of Film, Technical Office)。

其他須知

1. 所有申請人必須證明已具備正確使用所須器材及設施的知識，電影學院技術辦公室 (Academy of Film Technical Office) 亦會不定期提供有關訓練課程，學生必須出席，否則將不獲准使用該設施及器材。
2. 申請人需小心使用及保管器材以確保自己及同學的利益。當器材一經借出，該申請人必須負上保管所借用的器材的責任，若有任何損壞及遺失則由該名申請人負責。
3. 申請人在查閱電影學院技術辦公室網頁及其電子郵箱後如對其申請有任何疑問，請從速到電影學院技術辦公室 (Academy of Film, Technical Office) 查詢。
4. 申請人還機時，若遇到技術人員有緊急事情需外出工作，請留下便條，並註明姓名、時間及聯絡電話，以便技術人員能盡快與閣下聯絡，如未有留下便條則當作遲還處理。
5. 有關最新之借用房間及設施申請程序及須知，申請人需留意張貼於電影學院技術辦公室 (Academy of Film, Technical Office) 之最新通告。
6. 使用電腦動畫課室之同學，必須是正修讀動畫課之學生，特殊情況之使用者，例如：非修讀動畫課期間但要使用電腦完成畢業作品者，經過申請使用房間及獲批准，以及通過使用測試合格者，方能使用。



7. 本科生同學如欲使用研究生課室設施，必須以額外資源申請表 (Special Request for Additional Academy Resources) 來申請，並需要通過使用測試合格方能使用有關設施。
8. 如學生借出器材作私人用途，一經證實將不能再借用本電影學院器材及房間設施。

技術辦公室的辦公時間：

星期一至五 9:00 — 17:30

星期六 9:00 — 12:00

星期日及公眾假期休息

還器材時間：星期一至五 9:30 — 12:30

出器材時間：星期一至五 14:15 — 16:15

遲還罰則

成績降級

1. 遲還 24 小時內，該練習作品或畢業作品會降一級，即 Grade A 降至 Grade B
2. 遲還 36 小時內降二級，即 Grade A 降至 Grade C，Grade B 降至 Grade D
3. 遲還 48 小時內該作品會降至 Grade F

如遲還機是因為意外或身體不適，該同學可申請豁免降級。申請信抬頭為有關學科老師，並需複印一份給電影學院技術辦公室 (AFTO)，信件內容詳細列明遲還原因及附上有關之證明文件，例如醫生紙、報案證明文件等。

額外資源申請 (Special Request for Additional Academy Resources) 申請程序

1. 先到互聯網電影學院的技術辦公室網頁下載「額外資源申請表」 (Special Request for Additional Academy Resources)，網址為：<http://af.hkbu.edu.hk>
2. 申請表上所有要求的文件，申請人必須在遞交電影學院技術辦公室 (Academy of Film, Technical Office) 之前預備好。
3. 所有申請會在每個工作天下午五時進行審批，結果會在兩個工作天內通知申請人。

借用攝影器材的期限及規則

1. 借用期為一星期，若無其他申請可續借多一星期。
2. 在互聯網內的電影學院技術辦公室網頁 <http://af.hkbu.edu.hk> 填上適當的設備申請表續借。
3. 續借之前，器材要交回電影學院技術辦公室 (Academy of Film, Technical Office) 經檢查才可落實。
4. 器材兩週借用期滿後，必定要全數歸還。