

**Tseung Kwan O Study Centre**  
**將軍澳教學中心**

**Regulations on Using Full-Time Student Locker**  
**《全日制學生儲物櫃使用守則》**

**1. Eligibility 資格：**

a) EdUHK Students who are studying Full-Time Programme in Tseung Kwan O Study Centre (TKOSC) may apply for the use of student locker; and 於將軍澳教學中心修讀香港教育大學全日制課程的學生，可以申請使用學生儲物櫃；及

b) Each student may apply for one locker either at TKOSC or on Tai Po Campus only, which is not transferable. If an applicant has already secured a locker on Tai Po Campus, their application for a locker at TKOSC will be rejected.

每位學生只能申請一個位於將軍澳教學中心或大埔校園的儲物櫃，且不得轉讓。如果申請者已在大埔校園獲分派儲物櫃，其在將軍澳教學中心的申請將被拒絕。

c) As the number of student lockers at TKOSC is limited, it is not guaranteed that every eligible applicant will be granted a locker. Lockers will be allocated on a first-come, first-serve basis to eligible applicants. Application result will be notified via email within 10 working days after the application deadline.

由於學生儲物櫃數量有限，無法保證每位符合資格的申請者均能獲得分配。儲物櫃將依先到先得原則派發。申請結果將於申請截止日期後 10 個工作日內通過電子郵件通知。

**2. Responsibility 責任**

a) Applicants are required to submit their application to the Study Centre Office ("Office") within application period. Successful applicants should provide suitable padlocks for their lockers within one week upon receiving confirmation from the Office. Otherwise, the lockers will be re-assigned to other students.

申請人須在申請期間內提交申請至教學中心事務處 ("事務處")。獲得批准的申請人應在收到確認後一週內為其儲物櫃提供合適的鎖頭。否則，儲物櫃將重新分配給其他學生。

b) Each successful applicant will be assigned one locker, and the locker is not transferable. Users must take full responsibility for their assigned lockers. 每位成功申請者將只獲分配一個儲物櫃，且不得轉讓。使用者須為已分配的儲物櫃負責。

c) Users should report any damage of their lockers to the Office immediately and pay for the repair of the locker if the damage is caused by them. 如發現儲物櫃有任何損壞，應立即向事務處報告。如果損壞是由使用者造成，需自行支付維修費用。

**3. Duration of Use 使用限期**

a) Users are allowed to make use of the assigned lockers until the end of a semester. 使用者可以使用指定分配的儲物櫃直至學期結束。

b) Users have the responsibilities to take note of and comply with the announcements on locker clearance. Users are required to empty their lockers within one week by the end of specified approved usage period. 使用者有責任留意儲物櫃清理日期的公告及並於使用期限結束後一周內清空並退還儲物櫃。

c) After the period of use, the Office shall have the authority to open any uncleared locker and dispose of all properties found therein. The Office shall not be responsible for the safe-keeping of any item left or found in the locker or take any other action for any loss or damage in connection therewith.

使用限期結束後，事務處有權打開任何未清理的儲物櫃並處置當中發現的所有財物。事務處將不負責保管儲物櫃內發現的任何物品，也不對與之相關的任何遺失或損壞採取任何行動或賠償。

**4. Storage 儲存**

a) The lockers are provided to students for storage of items/ materials relating to their program only. No food or goods of a perishable, dangerous or illegal nature may be stored inside lockers. If any storage of such nature is found, the Office will have the authority to forfeit the use of locker or take any other action, such as demanding immediate return of the locker, as appropriate.

儲物櫃僅供存放與教學相關的物品/ 材料。儲物櫃內不得存放易腐爛、危險或非法的食物或物品。如發現任何此類性質的儲存，事務處將有權要求限期退還儲物櫃或採取任何其他適當行動。

b) Any objects placed on the top of lockers will be confiscated at any time without prior notification.

儲物櫃頂並非合適存放空間。放置在儲物櫃頂的物品將隨時被清理或沒收而不作另行通知。

## **5. Maintenance 維護保養**

a) Users should keep their lockers, both inside and outside, clean and tidy. No stickers, signs, personal decorations or pictures/ photographs are allowed to be displayed, affixed and attached on the locker surface.

應保持儲物櫃內外乾淨整潔。儲物櫃表面不得貼上貼紙或圖片。

b) The Office reserves the right to reassign, move, or relocate the lockers when necessary to accommodate the operational needs.

事務處保留因應教學中心運作需要而重新編配、移動或搬遷儲物櫃的權利。

## **6. Security 安全**

a) Users are strongly advised NOT to keep any money or valuables inside the locker. The University shall not be liable for any loss or damage caused to person or property arising in connection with the use of lockers. All losses or damages should be reported to the Office promptly.

請勿將金錢或貴重物品存放在儲物櫃。大學不會對因儲物櫃或其使用而造成的人身或財物損失或損壞承擔任何責任或賠償。如有任何遺失或損壞，請立即向事務處報告。

## **7. Withdrawal / Termination of Study 退學/ 休學**

a) Any student who withdraws from the University must empty the locker before the date of withdrawal/ termination. Thereafter, the Office shall have the authority to open the locker and dispose of all properties found therein. The Office shall in no circumstances be responsible for safekeeping of any item found in the locker nor shall be liable for any loss or damage in connection therewith.

凡從大學退修的學生必須在退學/ 休學日前清理儲物櫃。此後，事務處有權打開儲物櫃並處置當中的所有財物。任何情況下，事務處均不負責保管櫃內的任何物品，也不對與之相關的任何損失或損壞承擔責任或賠償。

## **8. Unauthorized Use 未經授權的使用**

a) Unauthorized use of unoccupied or other's locker is strictly forbidden. Any requests for changing the assigned locker must be submitted with justification, and are subject to final approval by the Office. Unauthorized occupation/change of locker is not allowed, the Office shall have the full and final right to take back the possession of the concerned locker.

嚴禁未經授權使用閒置或他人儲物櫃。任何更改已分配的儲物櫃之請求必須說明理由並提交事務處作最終批准。未經授權不得佔用/更換儲物櫃，事務處擁有所有且最終的權利收回相關儲物櫃。

## **9. Interpretations and Changes to Regulations 守則更改**

The Office reserves all rights to update the Regulations on Using Full-Time Student Locker from time to time without prior notice.

事務處保留解釋及更新《全日制學生儲物櫃使用守則》的權利而不作另行通知。

## **Personal Information Collection Statement 私隱政策聲明**

1. Personal data supplied will be kept by the University in connection with this application for locker allocation and carrying out locker administration. The provision of personal data is mandatory or the Study Centre Office ("Office") might not process the application. The collected data will be purged after 1 year.

申請人個人資料將用於儲物櫃申請分配及管理事宜。申請人須提供表格所需資料，否則申請可能不獲教學中心事務處（事務處）處理。所有資料將於一年後銷毀。

2. The University may transfer or disclose the collected personal data to the relevant departments within the University and/ or any law enforcement agency or related entity, if necessary.

如有需要，大學可以將收集的個人資料轉移或透露給大學內的相關部門和/ 或任何執法機構或相關部門。

3. The applicant has the right of access and correction with respect to the personal data provided in this form by contracting the Office. The University may charge the applicant a fee to cover the administration overhead incurred. Please visit <https://www.eduhk.hk/en/privacy-policy> for detail of the University's Privacy Policy Statement.

申請人可以向事務處申請查閱及更正本表格所提供的個人資料。其中可能產生之行政費用將由申請人支付。有關大學私隱政策聲明的詳情，請瀏覽 <https://www.eduhk.hk/sc/privacy-policy>