



## 澳門大學學生會

### 學生借用物資指引

所有的物資借用者由提出申請至歸還時，均被視為已詳細閱讀並承諾遵守以下守則之規定及安排：

1. 物資借用者需在學生會行政秘書的辦公時間內，向行政秘書填表申請，並繳交按金澳門幣 50 元或學生證；
2. 物資種類可參閱《借用物資表》；
3. 若未按程序借用而直接使用物資的同學，第一次口頭警告，第二次需要記錄學生證號碼和一個月內不准借用物資，第三次會列入借用物資黑名單，永久不允許借用物資；
4. 使用前，請先檢查該物資是否有損毀或故障，如有發現請在租用時間後十分鐘內通知行政秘書處，以免引起不必要之誤會；
5. 由學生會辦公室借用物資後，請於第三日於辦公室時間內歸還借出之物資予行政秘書處，否則每日罰款澳門幣 5 元；
6. 物資借用者須愛護公物，如有損毀，須照價賠償；  
(價目為維修該物資或購買同款物資而定)。

如對租借物資有任何疑問，請於辦公時間：星期一至星期五（10:00-12:00，13:00-18:00）以及星期六（10:00-13:00）致電 8822 4599 查詢。

澳門大學學生會對該物資借用具最終解釋權及決定權，澳門大學學生會有權收回任何未經澳門大學學生會審批而擅自取用之物資。

澳門大學學生會  
理事會總務部  
二零一六年四月一日



澳門大學學生會

Associação de Estudantes da Universidade de Macau  
*University of Macau Students' Union*

**University of Macau Students' Union**

## **Guideline of Borrowing of UMSU Materials**

**Material borrower is considered as read and understood the following guidelines:**

1. To fill the application form given by the Executive Secretary of UMSU for borrowing materials, MOP 50 deposit or student ID is required;
2. Please refer to the "Material Rental List" for the details of materials category;
3. If any student uses the materials without following the borrowing procedure, verbal warning will be given for the first time, student number will be recorded and not allowed to borrow any materials within a month for the second time, student will be blacklisted and permanently forbidden from borrowing materials for the third time;
4. Please double check if there are any damages or failure on the materials, if so, please inform the Executive Secretary of UMSU within 10 minutes after borrow in order to avoid any misunderstanding;
5. Please return the borrowed item back to the Executive Secretary of UMSU during office hours within 3 days, otherwise there will be a penalty of MOP 5 per day;
6. Please cherish public property, or else you will pay the full price for anything damaged or lost.

If you have any enquiry regarding borrowing materials, please contact 8822 4599 during office hours: Monday to Friday (10:00-12:00, 13:00-18:00) and Saturday (10:00-13:00)

**University of Macau Students' Union reserves the final decision and explanation of the materials borrowing, and the right to take back any material without the approval.**

**University of Macau Students' Union  
General Services Department  
1st April, 2016**